



COLORADO STATE UNIVERSITY—PUEBLO

**STUDENT EMPLOYMENT POLICIES AND PROCEDURES
HANDBOOK**

Revised June, 2017

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Disclaimer: The employment policies and procedures outlined in the Student Employment Handbook are developed and maintained by Colorado State University – Pueblo and may be changed at any time. Any statement made in the Handbook shall not constitute a contract of employment between Colorado State University - Pueblo and any Student Employee. Employment with Colorado State University – Pueblo as a Student Employee is at will and may be terminated by either the employer or employee at any time and for any reason. No manager, supervisor, department chair, Dean, Director or representative of Colorado State University - Pueblo may make any contract, promise, or commitment contrary to those guidelines outlined in this handbook. Therefore, any alleged contract, promise, or commitment made by any of the foregoing identified individuals shall be unenforceable. The information contained herein is provided as a public service with the understanding that Colorado State University-Pueblo makes no warranties, either expressed or implied, concerning the accuracy, completeness, reliability, or suitability of the information. Nor does Colorado State University-Pueblo warrant that the use of this information is free of any claim of copyright infringement.

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Colorado State University - Pueblo is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex, age, and disability in its activities, programs or employment practices as required by Title VI, Title VII, Title IX, and Section 504. For information regarding civil rights or grievance procedures, contact the Affirmative Action Director, 2200 Bonforte Boulevard, Pueblo, Colorado 81001, (719) 549-2100.

I. Purpose of Student Employment Program

The Student Employment Program has been designed to meet three primary objectives:

1. To provide a means of supplementing the income of students and help them meet their educational expenses.
2. To provide students with work experience, preferably related to their academic majors.
3. To provide the University with part-time help in performing a variety of instructional and administrative tasks.

II. Administrative Responsibility

The President, Provost, Vice President for Finance and Administration and Vice President of Enrollment Management and Student Affairs are each responsible for allocating work-study positions within their respective areas.

College deans or department heads or persons of comparable level are each responsible for ensuring that the work-study policies are followed. They are also directly responsible for assessing the needs for work-study positions and assigning those positions to specific areas within their administrative responsibility. **A referral is not a contract for employment and does not create a right to employment.**

Supervisors are responsible for defining student employment positions for posting, interviewing, hiring, and training eligible students; and arranging work schedules around class and personal schedules as is reasonable and appropriate. **Responsibilities of the supervisor also include closely monitoring student hours so that the student does not over-earn his/her award.** The supervisor is also responsible for approving electronic time sheets, checking for complete and accurate time sheets, and approving and submitting those electronic time sheets to the payroll office by 5:00 p.m. on the third working day of the month. Supervisors are encouraged to have the student sign a **Student Employee Agreement** that defines expectations of the student and to evaluate the performance of student employees using the **Student Employee Job Performance Evaluation**. These documents do not constitute a right to employment and all employment is at-will. These documents are intended to provide basic employment expectations and employee feedback. Supervisors may have additional expectations or requirements appropriate to the assignment.

Student Financial Services is responsible for identifying students eligible for work-study, for reviewing all student employment position postings for accuracy before posting them, for processing the student employment referral with the student's necessary documentation and for reconciling work-study hours at the end of each term. SFS will also notify the supervisor when the student is ineligible to work (e.g., not maintaining satisfactory academic progress and being put on financial aid suspension, withdrawing from the university, or dropping below six credits). Departments that allow student employees to continue working even after the student work-study award has been exhausted will receive departmental charges for the wages paid to the students as hourly employees.

III. Eligibility

Federal Work Study and Colorado Work Study Student Employees:

- A. must be degree seeking at Colorado State University-Pueblo,
- B. must provide documentation certifying eligibility to work, (passport, social security card, etc.)
- C. must complete an I9 and W4
- D. must be in good academic standing,
- E. must be enrolled in and maintain at least (6) credits in the Fall/Spring semester and (3) credits in Summer,
- F. must not work more than (20) hours per week,
- G. must not work during scheduled class period,

Students cannot hold more than one work-study position at a time. They may, however, hold an hourly position and a work-study position concurrently, provided they don't exceed the (20) hours per week.

Campus Employers:

Campus employers must sign the CSU-Pueblo Student Employment “Memorandum of Understanding”, indicating that they have read and understand the Policies and Procedures which govern the CSU-Pueblo Student Employment Program. Repeated failure to comply with the Student Employment Policies and Procedures may result in suspension of that department’s participation in the CSU-Pueblo Student Employment Program for the remainder of that semester.

IV. Positions, Awards and Budget

A. Positions

For AY 2017-2018 there are a total of 370 positions available for the entire CSU-Pueblo campus. These positions are distributed to the President, Provost, Vice President for Finance and Administration and Vice President of Enrollment Management and Student Affairs. It is up to the administration to divide these amongst the departments that report directly to their division.

B. Awards

For AY 2017-2018 the annual award will be \$3500.00. Once this annual award is met the student must be moved to the department’s student hourly budget. Due to budget limitations and to remain fair and equitable Student Financial Services will not provide increases to work-study awards during the academic year.

C. Budget

For AY 2017-2018 the overall work study budget is \$1,298,000.00. Student Financial Services will allocate 15% to 20% to the Summer term every academic year. This may limit funding during the Fall and Spring terms but will insure there is funding available for Summer.

V. Types of Student Employment

A. Student Hourly

Student is paid directly from the departmental budget. The eligibility requirements must be met and all documents submitted before student can begin working. The Student Employee Referral is generated by the hiring department or unit. **Student hourly positions must follow the same eligibility requirements as Federal and State Work Study (Section III, Eligibility). The exceptions is summer student hourly does not require enrollment as long as the student is enrolled in the subsequent Fall semester.**

B. Federal Work-Study Program

Students seeking work-study must first complete the FAFSA and submit it to the federal processor, providing all required documentation to the Financial Aid office before eligibility can be determined. **Off campus contracts are with selected public or private non-profit organizations and must be community service based.**

C. Colorado Work-Study Program

The Colorado work-study program allows Colorado resident undergraduate students who have completed the FAFSA and display financial need employment opportunities on the university campus. Every effort is made to provide job opportunities to students that relate to their academic and career goals. Such positions are totally subsidized by the state of Colorado. This program also allows schools to use a *small* percentage of their allocations to be used toward funding Colorado no-need work-study for Colorado resident undergraduate students who have no evidence of financial need. Students are still required to complete the FAFSA to determine eligibility.

D. VA/Military Work-Study Program

The Military and Veteran Success Center (MVSC) employs VA work study students. A student must be enrolled in either full-time or three quarter-time and a degree seeking program. This VA work-study allowance is available to persons training under the following programs: Post-9/11 GI Bill (Chapter 33), Montgomery GI Bill (Chapter 30 & 1606), dependents' Educational Assistance Program (Chapter 35), and Vocational Rehabilitation & Employment Program (Chapter 31). The number of applicants selected will depend on availability. If you have questions please contact the MVSC at 719 549-2910.

E. Resident Assistants

Special circumstances exist for resident assistants in the Colorado State University-Pueblo residence halls. Students holding these positions are eligible for part-time work on campus, but may not exceed ten hours per week. Resident assistants interested in seeking additional part-time employment should meet with the director of Residence Life before accepting a position.

F. International Student (ISIP) Employment.

A fund for employment of international students, ISIP employment is an "Institutional" fund. The Center for International Programs is responsible for identifying students eligible for ISIP employment and notifying Student Financial Services. The eligible student is awarded a specific award amount by SFS. International students must be authorized to work in the United States and must have a regular Social Security number from the Social Security Administration. International students must have approval to work from the Center for International Programs confirming their visa status permits them to work and that they are in good academic standing with the university. **International students**

may not work more than (20) hours per week. The federal government will accept this approval as a valid I-9 form (necessary to comply with the Immigration Reform and Control Act of 1986).

VI. Student Hiring Process

After it has been determined that the student successfully submitted a Free Application for Federal Student Aid (FAFSA) and is enrolled for a minimum of six credits, the student may begin finding a position by searching the CSU-Pueblo Job Postings web site @: <https://secure.colostate-pueblo.edu/sfs/studentemployment/jobsearch.asp> All positions must have job descriptions on file with SFS/the University's Administrative Information System(AIS), as required by Federal regulations (Affirmative Action and Equal Employment Opportunity).

Federal law (Immigration Reform Act of 1986) requires that student employees provide the university with certain documents that verify their eligibility to work in the United States before they can begin working. This verification is done through the completion of the Federal Employee Eligibility Verification Form (Form I-9), which must be completed and verified in the Office of Student Employment. Students must provide valid original documents as identified in the I-9 instructions. The student employee must also complete a W-4 form .

The student then interviews with the prospective campus employer, informing them they are eligible to receive a work-study award, referencing their financial aid award offer via their PAWS account. Once an offer of employment is made to the student, the hiring department will initiate a work referral via the automated referral window found in AIS. **Only after the referral is approved, may the student employee begin working.**

Student employees are paid on the 15th of each month for earnings during the previous month.

VII. Hiring Procedures-Supervisors

A. Job Description and Posting

Compliance with the federal policies of Affirmative Action and Equal Employment Opportunity is best achieved when all eligible persons are given an equal opportunity to compete for a position. This is accomplished by ensuring that all Student Employment positions are posted before beginning any recruitment activities.

Supervisors must provide a job description for each position. Using the Student Employment Job Description (<https://secure.csupueblo.edu/sfs/studentemployment/PositionSelect.aspx>) the supervisor should provide a complete description of the position and submit it to SFS for generation of a position number. By reviewing student employment needs early and processing necessary requests to SFS, supervisors will prevent delays in getting positions filled.

B. Recruitment and Interview Process

As soon as the job description is posted, the Supervisor may begin the recruitment process and begin interviewing candidates for the available position. Interview questions must be: a) predetermined and asked of all candidates, b) non-leading and open-ended, c) based on job requirements, and d) job related. Do *not* ask about things such as a) age, b) arrests, c) citizenship, d) disabilities/health, e) economic status, f) English language skills, g) height and weight, h) marital/family status, I) military service record, j) national origin, k) race, or l) religion. Hiring decisions should be based solely upon the candidate's knowledge, skill and abilities as they relate to the job duties. Unsuccessful candidates for the position should be notified, as well as the successful candidate. This courtesy allows the student to continue searching. The job posting is indicated as filled as soon as the student employee work referral is created and all allocations are filled.

The supervisor should determine if the student is enrolled for at least six (6) credits for the semester in which he/she will work, and if the student is eligible for work-study (see student's award offer and class schedule).

C. Automated Referral Process

The university is required to confirm that all student employees go through the referral process in accordance with University policies and procedures before being placed on the University payroll. After the Supervisor selects the best candidate, an offer of employment is made to the student. Students who have not worked on campus before will be asked to complete and submit certain documents before being officially hired. When the documents have been provided and the necessary paperwork completed, the hiring department will initiate a referral via the automated referral window in AIS. After the automated referral has been approved, the student may begin training/working. **Students may not begin work until authorized by Financial Aid after the completion of all necessary employment steps, including the approval of the automated referral.**

D. Training, Expectations and Scheduling

Training is an important factor in having and keeping a satisfactory employee. Supervisors should provide any training necessary to ensure the student employee's success. Supervisors should keep a file on the student employee that includes the student's time sheet, work schedule, and the signed Student

Employee Agreement. The Student Employee Agreement is available on the website, and may be adapted to meet the needs of the specific hiring office. It is not a required document for financial purposes, but a tool for establishing expectations with the student. This agreement does not guarantee employment or provide any rights to the student employee beyond those provided by law.

Set up a work schedule with the student, using the student's class and personal schedule. Impress on the student the importance of being on time and being in the right mind set to work. Stress to the student that he/she should call if there is an unavoidable conflict. Also stress that repeated absences and tardiness may result in job termination. It should also be made clear that the student is *earning* the award. That means no surfing the internet, reading, studying, etc. while he/she is scheduled to work. Employment is at-will and may be terminated by the student or the supervisor at any time, with or without cause.

E. Monitoring Hours and Submitting Time Sheet

Monitor the hours a student works carefully. Students must not work more than (20) hours per week. The week begins on Saturday and ends on Friday. Students are not allowed to work during scheduled class periods. Students who do not comply with these restrictions will be reported to the Supervisor. The second infraction will be reported to the Dean or Director. If there is a third infraction, the President, Provost, Vice Presidents will be notified of the situation.

At the end of the pay period, the student employee and supervisor must electronically certify total hours worked by approving the electronic time entered in PAWS by the student employee. Accurate time approved and submitted is due in the Payroll Office by 5:00 p.m. on the third working day of the month. **Failure to submit electronic time approvals by then will result in delay of payment for a month.** Falsified or fraudulent time records will result in immediate action, including termination of the employee. If the supervisor is found to be responsible for the false or fraudulent records, the appointing authority will be immediately notified for appropriate action.

Because payroll is posted by the 15th of each month, time sheets printed at that time will most accurately reflect the student's remaining award. Supervisors who wait until the last minute to print time sheets will find the AIS system busy. Also, those who wait until the first of the following month will find they are unable to print the previous month's time sheet. Therefore, it is strongly recommended that supervisors print time sheets in the middle of the month.

F. Evaluation

Students' job performances should be evaluated annually and should be used as an incentive for students to remain in the same position and is meant to benefit the hiring unit by retaining experienced employees. The Student Employee Performance Evaluation will no longer be used to give a student a raise. To keep it consistent with Colorado State University-Pueblo employment practices, annual

raises will be incorporated into the student's annual Student Employee Referral when authorized and funded.

G. Separation and Termination

Supervisors are responsible for bringing any performance concerns to the attention of the student employee. Supervisors may consider conducting a conference with the employee in order to record the problem and consider possible actions. Progressive discipline is not a right and students may be terminated from employment at anytime. However, supervisors may consider progressive steps such as verbal warning, written warning, and finally discharge in order to give the employee the opportunity to succeed. Immediate termination is appropriate if the seriousness of the offense warrants it.

Students are separated and terminated from employment at the University for a variety of reasons. In each case, the supervisor must notify SFS when a student employee has been terminated using the Student Employee Performance Evaluation form. The most common types of separations and terminations are outlined below:

1. Involuntary terminations—Student employees may be terminated from their jobs for failing to improve poor work habits, misconduct, failure to perform competently, negligence, or breach of office/departamental policies. In cases where the employer feels termination is the best alternative, the student employee must be provided with written notice of the proposed action. The notice may give reasons for the action and must give the final day of employment (usually two weeks beyond the date of notification unless doing so would create a significant concern for the department). The supervisor must complete the Student Employee Job Performance Evaluation form and submit it to the Student Financial Services office when the student's contract will be terminated.
2. Resignation—Student employees are requested to inform supervisors at least two weeks in advance when planning to terminate employment.
3. Lack of funds—Funds allocated for certain jobs become depleted for various reasons and the position may be terminated due to lack of funds at any time during the year. When possible, the supervisor should provide notice (preferably two weeks) to the affected student.

VIII. Classification Level and Wage Rate

Student employees (both work-study and student hourly) are hourly wage earners and are entitled to receive payment for every hour of work they perform. Supervisors are responsible for clearly defining work schedules in advance and keeping accurate records of all work performed by the student employees.

The classification level of a position is determined by the duties and responsibilities required to perform the job and not by the innate ability of the employee or the availability of funding by the department. Supervisors are responsible for preparing a job description with the proper job classification and wage level before the position is filled (Classification Level and Wage Level and Rate <https://www.csupueblo.edu/financial-aid/student-employment.html>).

Hourly wage rates for student employees are set by the university and revised periodically and in accordance with state and federal wage laws.

Reclassification is based on the type of work each student is performing and not the amount of time spent on the job or the amount of work within the classification. Reclassification of a position may result in a change of responsibilities and duties for the student, resulting in a higher classification and therefore a higher wage level. For example, a student may have been hired at Wage Level I with minimal responsibilities and is now requiring less supervision and being given more job responsibilities. The supervisor may determine that the student employee is performing a higher level of duties and may reclassify that student as a Wage Level II. A job description for the proper wage level must be in place before the reclassification. The supervisor may then initiate a new Student Employee Referral for the student. It is strongly recommended that reclassification be initiated only at beginning of the year.

Student work-study earnings are limited to the amount of the student's award (in order to provide equity to all student employees, awards will not be increased during the academic year). Students may continue to work after reaching their earning limit as a student hourly for the remainder of the semester if the employer chooses to pay 100% of the wages. Supervisors choosing to continue the student's employment must complete a Student Hourly Referral via the AIS automated referral creation system. Under no circumstance can a student continue to work as a volunteer. When an employer fails to end employment after notification that the award has been exhausted for the semester, all wages for the student employee will be charged to the departmental budget.

IX. Payroll

Students who submit their completed referral, and complete all necessary employment paperwork, by the 20th of the month will be placed on the payroll for that month. After that period, the student will be paid the next month. Students are paid on the fifteenth (15th) of each month for hours worked the previous month. **Student employees who fail to complete necessary employment paperwork will not be allowed to work. If they are working, employment will be immediately terminated until all employment conditions are met and the hours worked will be charged to the employed department's budget.**

Time should be recorded on the time sheet in regular clock hours rounding to the quarter hour (2 hours 35 minutes is 2.5 hours). **The student may not work more than (20) hours in a week.** The work week begins on Saturday and ends on Friday. At the end of the month, the hours worked should be checked for accuracy and certified by both the student and the supervisor. The student must submit correct and signed timesheet to the payroll office by 5:00 p.m. on the third working day of the month in order to receive a paycheck on the 15th of the month. Paychecks are available at the cashier (Monday-Friday, 8:30-4:30) or by direct deposit into the student's bank account. **Inaccurate or late time sheets will delay payroll check for a month.**

Employees are entitled to compensation for earnings. It is the responsibility of both the student and the supervisor to submit a timesheet for hours worked during the specified time period. If the student is not available to sign a timesheet, but has accrued hours during the pay period, the student is owed compensation for hours worked. This includes such instances as severe illness, withdrawing from the University, and termination of employment. These circumstances should be documented so pay can be processed.

X. Non-Discrimination Policies

A. Sexual Harassment Policy

CSU-Pueblo strives to create and maintain a work and study environment that is fair, humane, and responsible so that each member of the university community is treated with dignity and rewarded for such relevant considerations as ability and performance. Abusive treatment of individuals on a personal or stereotyped basis is contrary to the concepts of academic freedom and equal opportunity. Sexual harassment is one form of such abuse and cannot be tolerated.

B. Racial Harassment

Discrimination because of race, color, religion, sex, national origin, or physical or mental disabilities is not tolerated on this campus. It is prohibited in the employment context by Title VII of the 1964 Civil Rights Act and in the education context by Title IX of the Educational Amendments of 1972. Student employees with such issues should submit written complaint to the Personnel/Affirmative Action Office, Room 306 of the Administrative Building.

C. Reasonable Accommodation

An individual with a disability must be able to perform the essential functions of a position, with or without reasonable accommodation, in order to be considered for the position. A qualified individual is one who has the experience, education, and/or training as identified in the job description. An individual who does not meet the minimum qualifications for a position may not be considered for the position. The University complies with the Americans with Disabilities Act and will provide reasonable accommodation to qualified individuals. Questions

concerning reasonable accommodation may be directed to the Human Resources Office, Room 306 of the Administrative Building.

D. Nepotism

Nepotism is generally defined as the favoritism that a supervisor shows to a relative during employment at the University. The practice of nepotism is prohibited at Colorado State University-Pueblo. Supervisors shall not employ students who are their relatives, nor may they participate in judgment decisions such as evaluations and requests for salary increases. Complaints regarding nepotism should be directed to the Director of Human Resources.

XI. Miscellaneous

A. Absences from Work

In the case of illness or emergency, student employees should notify their supervisor prior to their scheduled work period when possible. If this is not possible due to an emergency situation, they must notify their supervisor no later than the first hour of the scheduled work period. The supervisor should be contacted each day that the student is unable to report to work. In the case of an known or scheduled absence (e.g., doctor appointment), the student employee should obtain advance permission from the supervisor and schedule those appointments to be the least disruptive as possible. Adjustments in work schedule for final exams or class registration should be arranged in advance. Students may be terminated from employment for unexcused absences or excessive absence. Students missing **two** consecutive work periods without an excuse may be dismissed from the position.

B. Rest Periods

Students working a full eight-hour shift are entitled a fifteen-minute break and an unpaid lunch period. Students working fewer than four hours are not entitled to break periods. Unused breaks are not cumulative and extra pay is not granted for unused breaks.

C. Garnishments

Garnishment of Federal Student Aid funds is prohibited. No FSA grant, loan, or work assistance (or property traceable to that assistance) is subject to garnishment or attachment except to satisfy a debt owed to the Department of Education. A student's FWS wages may be garnished only to pay any costs of attendance that the student owes the school or that will become due and payable during the period of the award. Schools must oppose any garnishment order they receive for any other type of debt. By law, FSA funds may only be used for educational purposes. If your school is not the employer in an off-campus employment arrangement, it must have an effective procedure to notify off-campus employers that garnishment of FWS wages is not permissible.

D. Injury on the Job

In accordance with the state Worker's Compensation Law, the university provides specific benefits for all employees. All injuries to student employees of the University, regardless of severity, must be reported to the work site supervisor. The accident must be reported to the Human Resources Action Office and to the campus Environmental Health and Safety Officer. A written report must be submitted within four (4) working days of the accident.

E. Personal Appearance

The university does not have a dress code for student employees. Attire of the student employee varies depending upon the type of work being performed. Departments or hiring units may establish specific dress regulations for their employee if necessary to meet health or safety regulations or to conduct the specific activities of the area. A copy of these regulations should be given to the student during the interview/hiring process.

F. Wage Reimbursement for Jury Duty

Student employees are eligible for compensation for hours lost if/when selected for Jury Duty. Reimbursement shall be for only those hours scheduled for work. Students are required to provide documentation and submit to Payroll Office with timesheet.

XII. Grievance Procedures

All grievances should be resolved at the lowest level possible and must start with the supervisor. The supervisor and student should first try to resolve any concerns regarding student employment issues. The supervisor should be notified as soon as an issue is evident. The supervisor should schedule a meeting with the student employee as soon as possible and within a reasonable period of time. The student employee may also meet with the Student Employment Coordinator, who will work with the student and the department or hiring unit to resolve the issue. If the supervisor and employee are unable to resolve the issue at the informal level, the student may pursue formal grievance by taking the following steps:

1. Prepare a formal, written notice of grievance to the next level supervisor. This must include the statement of grievance and the desired remedy.
2. The next level supervisor shall consult with the direct supervisor and any other parties necessary to fully understand the grievance. The next level supervisor will schedule a meeting with the student employee and their supervisor to discuss the grievance.
3. After that meeting and once the next level supervisor has considered all the relevant facts, they will issue a written decision to the student employee.
4. If the student employee disagrees with this decision, they may submit the grievance to the Dean or Appointing Authority for final decision.

5. The Dean or Appointing Authority (President, Vice President or Provost) will issue a final, written decision and the matter shall be closed.
6. The student employee may contact the Director of Human Resources to discuss employment policies or complaints against other employees. However, it is expected that student employees will follow the procedure above to resolve grievance. If the student employee believes that they have been the victim of discrimination or sexual harassment, they must notify the Director of AA/EEO and Campus Diversity in the Administration Building, Room 304.