

HUMAN RESOURCE SERVICES MANUAL

SECTION 5: STUDENT EMPLOYEES

Program Administration

The University's student employment program is administered by Student Employment Services, a section of Student Financial Services.

Definition of a Student Employee

An eligible student employee is described as an undergraduate or graduate, accepted for enrollment as a regular certificate/degree-seeking student at Colorado State University, carrying at least 1 RI credit per term during the academic year. The student must be registered by the census date for each term. (GUEST students are not eligible). The student must also be in good standing and able to demonstrate eligibility to work by completing Form I-9.

Graduate students who are "continuously registered" may be employed as student employees, but are subject to withholdings for the Student Employee Retirement Plan (See Section 1: General Provisions). Continuous Registration must be completed before the census date for both fall and spring terms in order for the individual to be employed as a student. An undergraduate Work-Study student employee must be enrolled for at least 6 credits a term; a graduate Work-Study student employee must be enrolled for at least 5 credits.

During the summer, students are not required to register for credits if they were registered the prior spring and are registered for the coming fall, or are admitted for fall.

International students at Colorado State University with employment eligibility questions should contact International Student Services at <http://www.international.colostate.edu>.

Employment Policy

To be eligible to work as a student employee on campus, a student must:

1. Be currently enrolled at Colorado State University (see "Definition of Student Employee" above).
2. Be in good standing.
3. Must be able to demonstrate eligibility to work (see Employment Eligibility Verification Form-I-9).

If an employee does not meet the eligibility requirements stated above, he or she must be hired as an employee type other than a student, such as: non-student hourly, state classified or administrative professional.

Since departments may directly hire student employees, it is essential that department personnel fully comply with the University's nondiscrimination policy outlined in Section 1, General Provisions.

University Work-Study Program

1. A work-study employee must be carrying at least 6 credits each term if an undergraduate and 5 credits each term if a graduate.
2. A student may be employed at only one work-study job at a time.
3. A job must be located within the 1st four weeks of the term for which the award is made or the award is subject to cancellation.

HUMAN RESOURCE SERVICES MANUAL

SECTION 5: STUDENT EMPLOYEES

University Work-Study Program (Continued)

4. A work-study student's change in eligibility may necessitate changes in the work-study allocation amount or withdrawal of the work-study award.
5. Hiring departments should confirm that the student has a valid work-study award. The student should be able to show proof of award or employers may contact Student Employment Services.
6. Students will be compensated at an hourly rate which is commensurate with their duties and responsibilities.
7. Student work-study earnings should be monitored by both the employing department and the student to ensure that earnings do not exceed the work-study allocation. Work-study students are not eligible for overtime.
8. Work-study students may work during the fall semester break provided that they are enrolled at least half-time spring and have an academic year award. *They may not earn more than 50% of their total work-study allocation before spring semester starts.* Fall semester only work-study awards end the last day of fall term.
9. All work-study students are subject to the Student Financial Services Satisfactory Progress Policy.
10. Work-study allocations range from \$2200 to \$2500 per academic year. The Work-Study Allocation Table (Appendix 9) lets the employer and student determine the average number of hours necessary to work per semester, at a determined pay rate, to earn the allocation. Students will be paid only for the amount of the allocation that is earned. Increased work-study allocations are subject to available funding.
11. Federal work-study recipients are funded seventy percent by the Department of Education and thirty percent by the University employer. State work-study recipients are funded seventy percent by the Colorado Commission on Higher Education and thirty percent from the University employer.
12. It is most important that the employer not allow the work-study student to exceed his/her allocation, as the employer's University account will automatically be charged 100% for all earnings in excess of the individual's allocation via the Human Resource/Payroll system.
13. State work-study students whose match is being paid out of federal funds or projects need to be identified when hired.
14. The student may not work more than 40 hours per week and may not average more than 20 hours per week during the award period. Work-Study students can not work during their scheduled class times. A minimum of 90% of the total allocation should be earned during the award period. The student is only paid for the amount of the allocation that is earned. It is the hiring department's responsibility to provide sufficient hours to enable the student to earn his/her work-study allotment. If there is trouble meeting this requirement, or if the student wishes to reduce or decline the award, Student Employment Services must be contacted within the first four weeks of the term.
15. Usually, need-based work-study students can only change jobs between semesters. Merit Work-Study jobs are job-specific; therefore, students holding these positions cannot change jobs. Declined work-study awards will usually not be reinstated; reinstatements will be contingent upon availability of funds.

HUMAN RESOURCE SERVICES MANUAL

SECTION 5: STUDENT EMPLOYEES

International Students

1. On-campus Employment
 - A. Student Visa, F-1

May be employed on a limited basis (not to exceed 20 hours per week during the academic year) provided that working does not have a negative effect on their academic work.
 - B. Exchange Student Visa, J-1

May be employed on a limited basis provided they have the approval of their sponsor.
2. Off-campus Employment

Students should contact International Student Services.

Compensation of Student Employees

1. The base hourly wage rate is determined by the job classification which must be commensurate with the duties and responsibilities of the position. The employers must then value the skills and abilities that the individual brings to the job. There are ten levels of pay within each pay grade. Each level, denoted as a step (1 through 10) is distinguished by degrees of performance; there is a 2.5% pay differential between each step. Employers may hire students at any step that is appropriate based on skills and experience.
2. Meals and lodging may be included as partial compensation for hourly student employees. Student hourly rates are included in the University compensation plan and are available on the Student Financial Services website at <http://www.sfs.colostate.edu>
3. Student employees may receive merit pay increases at the discretion of the employer. Initiate the change through the HR/Payroll system.
4. Student employees may be promoted any time at the discretion of the employer. Initiate the personnel action through the HR/Payroll system.
5. Student government officers and students employed by student organizations and other approved departments for a predetermined amount or on a commission basis, are not subject to the State's employment rate and hour rules, but must maintain authorizations for payment and back up for payment including applicable time sheets, sales records, etc.
6. Employers' costs for student employees are as follows:
 - 100% of gross earnings for student hourly employees
 - 30% of gross earnings for work-study student employees

Payments to Student Employees

1. Student employees must be paid on an hourly basis whenever a department employer/employee relationship exists. Students will be paid biweekly according to the schedule shown in Appendix 2. Possible exceptions to the biweekly schedule may occur during holiday periods when there may be three week pay periods. See Section 11: Forms and Related Instructions, General, for hourly payroll procedures and a copy of the Hourly Payroll Timesheet. All student employee wages are subject to taxation.

HUMAN RESOURCE SERVICES MANUAL

SECTION 5: STUDENT EMPLOYEES

Payments to Student Employees (Continued)

2. Students will generally be compensated at the rate of time-and-a-half for any overtime (more than 40 hours per week). Work-study personnel are not eligible for overtime. Refer to Section 1, General Provisions, for a complete discussion of overtime.
3. Student employees are not eligible for compensatory time.
4. Student employees are not eligible for shift differential or call back pay.
5. Scheduled meal periods are discretionary, and are not counted as work time. Work breaks are discretionary, can be up to twenty minutes and are considered work time.

Evaluations

Supervisors are strongly encouraged to prepare a formal, written evaluation of their student's work performance at the conclusion of the employment period, or at any applicable time. This is generally at the end of a term or academic year for most student employees.

A comprehensive student evaluation form may be obtained from Student Employment Services or from the departmental student employment coordinator. This evaluation is a useful device that benefits all parties to the employment. Supervisors should advise their employees that they will be evaluated and that a copy of this report will be enclosed in their employment file in Student Employment Services. The supervisor must complete and sign the report. The report must then be shared with the person being evaluated. The employee must acknowledge the evaluation by dating and signing the report. The student's signature does not necessarily mean that he/she agrees with the evaluation. The original report is enclosed in the individual's employment file while a copy should be given to the student. The Student Employee Evaluation Report is shown in Section 11: Forms and Related Instructions, Student Employees.

Name and Address Changes

Name and address changes must be made at the Registrar's Office.

Terminations

Students who withdraw from school or fail to register for the minimum number of credits to qualify as a student employee will have active assignments automatically suspended by Student Employment Services. Students who have graduated will have active assignments automatically terminated by Student Employment Services after the conferred degree list is finalized by the Registrar's Office. Under normal circumstances, it is suggested that the employer or employee give a minimum of two weeks notice of intent to terminate.

Students with foreign addresses must notify the Payroll tax person in the Human Resource Services Department of their correct addresses before they leave the University.

HUMAN RESOURCE SERVICES MANUAL

SECTION 5: STUDENT EMPLOYEES

Leaves and Other Benefits

Work-study students and student hourly employees are not eligible for benefits, nor for time off (paid or unpaid) such as vacation, sick leave or paid holidays. Possible exceptions may apply for jury duty and medical leave. Student employees are covered under Workers' Compensation. They are not entitled to State Unemployment Insurance through Colorado State University.

Sexual Harassment Policy

Colorado State University does not tolerate sexual harassment among students, employees, or other members of its community. Sexual harassment 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. For further information, visit the Office of Equal Opportunity & Diversity at <http://www.oeod.colostate.edu>.

Employment Concerns

The University is committed to providing an environment that is conducive to hiring and retaining productive student workers. Student employees are “employees at will” and their employment is subject to termination at any time.

Student employees should resolve employment issues with their supervisor with a discussion regarding any concerns or problems. If there are concerns after this discussion, these issues should be directed to the supervisor’s supervisor. Student Employment Services or the Ombudsman’s Office may be contacted for the following purposes:

- Student Employment Services can assist with ideas on how to talk to supervisors. They can also provide information on open positions elsewhere on campus and in the community.
- The Office of Conflict Resolution and Student Conduct Services considers all sides of a question in an objective and impartial manner then determines how best to help bring about a non-adversarial solution. Where appropriate, the Ombudsman can facilitate communication between parties who find themselves in a dispute.

Complaints of a discriminatory nature (e.g. race, age, color, religion, national origin, gender, veteran status or disability) and complaints of sexual harassment should be directed to the Office of Equal Opportunity.

Data Forms Required

To work on campus, all student employees must meet the eligibility criteria and have completed the Student Employee New Hire Form, Section 11: Forms and Related Instructions, Student Employees. The employing department should use the information on this form for data entry on the HR/Payroll system. This form is not sent to Student Employment Services. The University is obligated to request certain biographical data (gender, ethnic origin, disability status, and veteran status) to meet various state and federal reporting requirements. Since providing this information is voluntary on the part of the employee, the University does not penalize anyone for refusing to provide it, and an employee should not be asked to submit information against his will. Additionally, under the Americans with Disabilities Act, employers are required to keep health-related and disability information separate from other employee information. Therefore, if departments want to retain the Data Collection forms for their records, they must be kept separate from the departmental personnel files.

HUMAN RESOURCE SERVICES MANUAL

SECTION 5: STUDENT EMPLOYEES

Data Forms Required (Continued)

The following forms should be completed and returned to Student Employment Services since they must be submitted and processed before any student is paid. Refer to Section 11: Forms and Related Instructions, General for copies of these forms and additional information.

1. Employment Verification Affirmation Form

The Employment Verification Affirmation Form must be completed within three days of commencing work and must be submitted to Student Employment Services with accompanying documents and I-9 Form.

2. Employment Eligibility Verification Form I-9

The I-9 Form must be completed within three days of commencing work and must be submitted to Student Employment Services with Employment Verification Affirmation Form.

3. Payment Disposition Action Form

The Payment Disposition Action Form designates the bank to which an employee's pay will be deposited. Blank forms may be obtained from the Payroll Office, Human Resource Services and returned to the Payroll Office.

4. Employee's Withholding Exemption Certificate (W-4)

Form W-4, the Employee's Withholding Exemption Certificate, designates the rate at which Federal and State income taxes will be withheld from an employee's pay. Exemption W-4 certificates are valid for one year only and must be completed by February 15 of each year.

When an employee is working in a state other than Colorado, they must also complete an Out-Of-State Work Location Information Sheet to ensure that the correct state income taxes are withheld.

Blank certificates may be obtained from the Payroll Office and returned to the Payroll Office.

5. Hourly Timesheet

The Supervisor should record all hours worked on the Hourly Timesheet.