

# **COLORADO MESA UNIVERSITY**

## **STUDENT EMPLOYMENT HANDBOOK**

### **I. INTRODUCTION**

This Student Employment Handbook is provided as a guide for student employees and their supervisors and does not constitute a contract of employment.

The purpose of this handbook is to provide a useful reference for student employment on campus. It covers specifics such as work study awards, student assist policy, recruiting and hiring, regulations and other relevant information.

Colorado Mesa University recognizes the significant impact employment can have on our student's ability to fund their education and to facilitate entry into careers. The student employment program at Colorado Mesa University exists to fulfill the following objectives:

1. To assist CMU students in their search for on-campus employment.
2. To match student employees with career goals and/or skills whenever possible.
3. To allow student employees the opportunity to earn income while maintaining the flexible schedule that ensures their first priority is academic performance.
4. To provide student employees with employment opportunities that limit work time to a maximum of 20 hours per work week while classes are in session, as studies have indicated that academic performance declines when students work over 20 hours per week.

### **II. TYPES OF STUDENT EMPLOYMENT**

#### **WORK STUDY AND MAV WORKS**

In order for a student to receive work study funding, he/she must have completed their FAFSA (Free Application for Federal Student Aid), have an adequate GPA, and be enrolled full-time. Due to limited funding for federal and state work study programs, it is very important that students apply for the FAFSA as early as possible. FAFSA's can be filled out and submitted as early as October prior to the academic year. For any additional questions regarding this application and the availability of work study funds students may contact the Work Study Coordinator in the Financial Aid Office located in Lowell Heiny Hall or at 970-248-1814.

Students are responsible for locating and securing a position on campus in order to utilize their awarded funds. Due to the high demand for work study and Mav Work awards, students will be given four weeks from the time school starts to find employment. If no action is taken by the student to find work, the award will be canceled. There is a [job listing](#) available on-line to help students locate departments that may have jobs available.

Students can work to earn their awarded amount of work study funding only up and until the last day of finals of the spring semester.

#### **CWS – Colorado Work Study**

- These funds are awarded to Colorado residents on a need basis determined by their FAFSA application.
- Hiring Department pays 0%; State of CO pays 100% of student employee wage up to the maximum for each individual employee\*.

#### CN – Colorado No Need Work Study

- These funds are awarded to Colorado residents who have no need based aid eligibility. The availability of funds for this type of work study are limited.
- Hiring Department pays 0%; State of CO pays 100% of student employee wage up to the maximum for each individual employee \*.

#### SF – Federal Work Study

- These funds are awarded to students on a need basis determined by their FAFSA application.
- Hiring Department pays 25%; Federal Government pays 75% of student employee wage up to the maximum for each individual employee \*.

#### MW – Mav Works

- Interested students must be enrolled as full time students and have no Pell grant eligibility. Continuing students must have a 3.0 GPA. They may contact the Financial Aid office for specific details regarding the specific application date to be awarded this type of work study.
- Hiring Department pays 0%; Mav Works institutional fund pays 100% of student employee wage up to the maximum for each individual employee \*.

\*Once that maximum is reached, the student employee's work study or Mav Works position is automatically terminated and their job is converted to a student assist position. Departments are limited in student assist funding and students must stop working for the hiring department if budgets are exceeded.

### STUDENT ASSIST

Students are responsible for locating and securing a position of employment from a department that has available student assist funds.

#### SA – Student Assist

- This is the classification given to positions that are paid under a department's institutional budget. It is not necessary for the student to complete a FAFSA or be enrolled as a full time student.
- Hiring department pays 100% of student employee wage.

### **III. JOB ANNOUNCEMENTS**

Supervisors can add available positions to the [job listings](#) located on the Student Employment webpage by responding to the Work Study Coordinator's email at the beginning of each semester. Also, there is a site called MAVjobs, a comprehensive job listing for both on and off campus jobs that is maintained by the Career Services Department. Both of these listings are for students to find jobs that interest them and align with their education, and can be located on MavZone under the Student Academic tab within the Career Services box.

### **IV. ELIGIBILITY OF A STUDENT EMPLOYEE**

Only students at Colorado Mesa University are eligible for the student employment program. A CMU student shall be defined as any individual who has been accepted for enrollment as a regular degree-seeking student. A student's eligibility for student employment is based on the credit hours they are registered for in any given semester. As a student's course load can fluctuate over the course of their enrollment, so can their eligibility for student employment. The course load eligibility requirements are

listed below. Some exceptions are made for graduating students and CU/CMU engineering students. Please ask the student payroll office for more information.

Student Assist: (SA)

Fall/Spring Term

Be enrolled in a minimum of 6 credit hours per semester.

Summer Term

Be enrolled in a minimum of 1 credit for the summer term AND a minimum of 6 credit hours from the previous spring semester OR 6 in the upcoming fall semester.

**OR**

Be enrolled in a minimum of 6 credit hours for the previous spring semester AND a minimum of 6 credit hours for the upcoming fall semester.

Work Study: (CW, CN, SF, MW, AA)

Fall/Spring Term

Be enrolled in a minimum of 12 credits hour per semester.

Summer Term

Be enrolled in a minimum of 3 credit hours for the summer term.

## **V.     HIRING PROCESS**

Departments are responsible for deciding who they are going to hire. Students are responsible for contacting departments to ask if positions are available and what steps to take to apply. Departments should have an application and interview process in place to determine who they will hire. After the student has secured a campus job, he or she must complete a student payroll new hire packet before working. **Students are not allowed to begin working until they have provided their supervisor with the green Student Release To Work slip (SRW).**

### EQUAL OPPORTUNITY EMPLOYER

Colorado Mesa University does not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, disability, age, marital or veteran status in its programs or activities. Departments are required to comply with this policy when conducting student employment functions. Persons who have equal employment opportunity questions may contact the Department of Human Resources at 970-248-1820.

### CONFLICTS OF INTEREST AND NEPOTISM

Colorado Mesa University administrators, faculty or staff shall not directly supervise student employees who are members of their immediate families. Immediate family members include spouses, children, brothers, sisters, parents, grandparents, grandchildren, aunts, uncles, nieces, nephews, sons-in-law, daughters-in-law, mothers-in-law and fathers-in-law.

### INTERVIEWING

An interview for an on-campus position may be the student's first experience with employment searches. By conducting effective interviews, an employer can not only increase the likelihood of placing the best person in the position, but can also provide an excellent educational opportunity for applicants. An important aspect of the hiring process includes familiarizing the student with the duties and responsibilities of the position. An employer should provide the student with a job description and pay rate information, and outline job performance expectations. A supervisor may also use this

opportunity to discuss how and when employee evaluations are conducted, and to what extent these appraisals may affect raises and promotions.

The Equal Employment Opportunity Act and the Americans with Disabilities Act prohibit employers from requesting certain information that could be used for discriminatory purposes.

### RATE OF PAY

The pay range for student employees begins at minimum wage and is up to \$15 per hour. Student hourly rates will be determined by the department for which they work. To justify rates over \$12 per hour, upper level work and special skills are required and must be documented by the supervisor on the Work Authorization Card (WAC).

### COMPLETING A WORK AUTHORIZATION CARD

Work Authorization Cards (WAC) are required for each new student a department wishes to hire. The student must return to the supervisor with a green Student Release To Work slip **BEFORE** they are allowed to work. WAC cards can be picked up by the supervisor at the Student Payroll Office. See Completing a Returning Student Employee Worksheet for rehiring or continuing employees that have worked for your org before.

1. Student fills out the top portion and signs
  - Legal name
  - Student ID# (700#)
  - Cell Phone or Local Phone
  - E-mail
  - Sign on Student Signature line and date
2. Supervisors **MUST** fill out the following items
  - Check Student Assist or Work Study  
Student Assist would be selected if you know the student has work study funding, but for this position the department is going to pay under student assist to reserve work study for a separate position on campus. Work Study would be selected if the student must have work study in order to be hired. Neither is selected if neither one of the other criteria match. Without a selection: if the student has work study they will be set up using work study funding, if they do not have work study funding they will be set up using student assist funding.
  - Org# - This must match the org they will work for
  - Pay Rate (minimum wage up to \$15 per hour)  
To justify anything over \$12 per hour, upper level work and special skills are required and must be noted on the duties line.
  - Start Date
  - Position Title and duties
  - Printed supervisor name, supervisor signature and date
3. Student takes completed WAC to Student Payroll Office and completes process **BEFORE** beginning to work. Once Payroll has determined eligibility to work and collected any needed paperwork the student will return to hiring supervisor with a green Student Release to Work (SRW) slip signed by the Student Payroll Office.

\*The SRW lets the supervisor know that the student:

- Is enrolled in the required credit hours for student employment eligibility
- Has turned in their WAC card
- Has completed all required employment paperwork
- Payroll will mark what funding it appears the student will be paid from based on our knowledge. However, Financial Aid will make the final determination regarding funding.
- Can now be scheduled to begin working

## VI. DOCUMENTS REQUIRED FOR EMPLOYMENT

When a student first gets hired for on-campus employment they will need to fill out a new hire packet they will receive from the Student Payroll Office.

This contains several forms including Form I-9 Employment Eligibility Verification and a Direct Deposit Enrollment Form. Documents a student will need for employment on campus:

- **Original and unexpired** verification documents to complete the I-9  
Required by the Department of Homeland Security original documents must be presented to the Student Payroll Office. Most common are a state issued ID and a social security card. **Presenting copies of any form for verification is not allowed per the Department of Homeland Security regulations.** For a complete list of acceptable documentation please see the [I-9](#).
- A voided check or direct deposit form  
Direct deposit is required per Colorado Mesa University Fiscal Rules.

## INTERNATIONAL STUDENTS

International Students must have a "valid for work" social security card before they begin working. To apply for a social security card, international students with an F-1 Visa should obtain a letter from the Admissions Office to take to the Social Security Administration. Any other foreign student must go directly to the Social Security Administration. Students should also take proper identification to the SSA office. The student must bring their social security card, passport, copy of I-20 or I-94 to the Student Payroll Office before they begin working. See the [I-9](#) for complete instructions.

## VII. WORK SCHEDULE

The supervisor and the student establish a work schedule taking into consideration the student's class and vacation schedules. Student employees are hourly employees and must record accurate hours on the days they work rounded to the quarter of an hour. **Students are not allowed to work during scheduled class time.** Supervisors can allow students to work additional hours if a class gets canceled or gets released early as long as students do not exceed the 20 hours per week limit and the additional hours would not create overtime. Supervisors **MUST** direct the student to insert a comment on their electronic time sheet with information on the date and the class that was canceled or released early.

## AMOUNT OF HOURS ALLOWED TO WORK

Students are limited to working no more than 20 hours per week while classes are in session (includes finals week) and no more than 40 hours per week during Thanksgiving break, winter break, spring break and summer break. If a student holds more than one job on campus, it is their responsibility to limit the combined number of hours to the limits listed.

## BREAKS AND MEAL PERIODS

The department determines what breaks and meals are allowed, as none are required by law. Federal law does not require lunch or coffee/rest breaks. However, when employers do offer short breaks

(usually lasting about 5 to 20 minutes), federal law considers the breaks as compensable work hours that would be included in the sum of hours worked during the work week.

The Colorado Department of Labor and Employment regulates wages, hours, working conditions, and procedures for certain employers and employees in Colorado. The following industries, with specific exceptions, are required to allow employees a 30 minute meal break and a 10 minute rest period every 4 hours: retail and service; food and beverage; commercial support service; and health and medical. The regulation specifically excludes state, municipal, and federal governments or sub-divisions thereof. **Thus, Colorado Mesa University, a state institution of higher education, is not bound by that state regulation.**

This does not mean supervisors should or should not allow students breaks or meal periods. Supervisors are responsible for setting work hours of employees in their departments, consistent with the needs of the University and the work unit.

As further explanation, the State of Colorado Employee Handbook notes: "Breaks are not mandatory and, if granted, count as work time and cannot be used at the beginning or end of the workday or to add to a meal period.

#### OVERTIME

**Student employees are not allowed to work overtime which is anything over 12 hours in one day and/or 40 hours in any given workweek.** The workweek for student payroll is Sunday 12am through Saturday midnight. Students with multiple jobs, are required to monitor the total hours worked and make sure they do not incur overtime. However, if overtime occurs it must be submitted and paid at 1.5 times the student's regular rate of pay. Overtime will be paid from the position which the overtime occurs as FLSA regulations require. The department's student assist budget will be charged any overtime charges. Work study funds cannot be charged overtime.

#### JURY DUTY

In accordance with Colorado Law, the following policy will be used to compensate student employees who are called to serve for jury duty. Students who have worked for the University for at least three months and are called to serve jury duty are entitled to compensation during the first three days of jury service. Students will be compensated for their regularly scheduled hours not to exceed \$50 per day. **This must be paid out of the department student assist fund.** If the student receives any jury pay from the court, they are not required to turn it in to the University in order to receive regular pay. Students should notify their supervisor immediately if they must attend jury duty and will need to bring paperwork from the court which indicates the dates the student served for jury duty to the Student Payroll Office for pay to be processed.

### **VIII. TIME SHEETS**

Electronic time sheets will be available on the student's Mav Zone within 48 hours after receipt of all employment paperwork. All student employees must submit hours on their electronic time sheet to receive pay.

The proper use of the electronic time sheet is for the student to log hours worked at the end of each shift and hit the save button. Then on the student's last scheduled day of the two week pay period, log hours for the day, save and then hit the submit for approval button. All hours must be submitted by the second Saturday midnight when the two week pay period is over.

If the student has technical problems they must contact the Student Payroll Office as soon as possible. After 5:00pm Monday following the end of a pay period the student no longer has access to the electronic time sheet. If the time sheet hasn't successfully been submitted by Monday at 5:00 pm, the electronic time sheet will NOT be processed for that pay period. If this is the case, the student must come to the Student Payroll Office to fill out a paper time sheet. Paper timesheets will be processed according to the date the student turns in the completed paper time sheet to the Student Payroll Office. There can be up to a six week delay in pay for late paper timesheets. To access the late time sheet pay schedule: Log onto Mav Zone, Work Life tab, Student Payroll box, Late Time Sheet Dates.

Supervisors are responsible for: verifying the hours submitted are accurate and to approve **or** add a comment explaining the error and return for correction those hours by 10am Tuesday following the end of a pay period.

## **IX. PAYCHECKS**

The student pay period is a 2 week period, Sunday through Saturday. Pay day is Bi-Weekly, every other Friday. Students work 2 weeks, then wait 2 weeks to be paid for those hours. For a schedule of pay periods and corresponding pay days please visit Mav Zone.

### **DIRECT DEPOSIT**

Direct deposit is required per Colorado Mesa University Fiscal Rules. Payroll sends the bank file with instructions to distribute funds to student's bank account on payday. Contact the Student Payroll Office if this requirement poses a hardship.

If a paper check is printed for any reason the student will have to come to the Student Payroll Office with a pictured ID to pick up the check on payday.

### **FEDERAL AND STATE TAX WITHHOLDING**

Student employment income is subject to taxation. Federal and state tax will be withheld per the employee's Withholding Allowance Certificate (W-4 form). Earnings from CMU jobs are not covered under Social Security and therefore Social Security will not be withheld.

### **MEDICARE AND TIAA (RETIREMENT)**

Under IRS guidelines (IRS Revenue Procedure 2005-11), students enrolled in at least half time are exempt from FICA Tax. Any employed students that drop below half time are not eligible for the student FICA exception and therefore the University is required to withhold Medicare of 1.45% and Retirement of 7.5%. In the fall and spring terms students enrolled in less than six credits (Undergraduates) or three credits (Graduates) are not exempt. Summer term students enrolled in less than three credits (Undergraduates and Graduates) are not exempt.

Retirement account is set up through TIAA. TIAA is the investment funds carrier for the Student Employment Retirement Plan. Students can direct questions regarding investment plans to TIAA at 800-842-2273 or by their website [tiaa.org](http://tiaa.org).

### **GARNISHMENTS**

If the University receives a garnishment order, it is required that we comply with the order. Work study funded positions cannot have garnishments attached to those wages. However, if a garnishment is received for a student with a position under Mav Works or student assist it will be withheld up to the limits set by Federal and Colorado law.

## **X. BENEFITS**

Student employees are not eligible for benefits in accordance with University policies. Student employees are not entitled to vacation benefits, sick leave, or holiday pay.

## **XI. WORKER'S COMPENSATION**

The University provides workers' compensation insurance for work-related injuries or illness in compliance with Colorado law. Work-related injuries should be reported immediately to the employee's supervisor and the Office of Human Resources. State law requires all injuries to be reported by the employee, in writing, within four working days of the accident. The written report must be submitted to the Office of Human Resources. Failure to timely report a work-related injury or illness may result in loss of benefits. The University shall provide a list of at least two physicians or two corporate medical providers or at least one physician and one corporate medical provider from which list an injured employee may select the physician who attends the injured employee. Contact the Office of Human Resources to arrange for treatment by a designated physician. Medical benefits may be denied if the designated physician is not used.

## **XII. PROFESSIONAL CONDUCT**

All employment must follow the guidelines for professional conduct as outlined in the [Professional Personnel Employment Handbook section XII](#).

## **XIII. CONFIDENTIALITY**

Student employees who have access to staff, faculty, administrator, and/or student records must know the Family Educational Rights and Privacy Act (FERPA) confidentiality and disclosure law. All employees, including student employees are required to keep information confidential. Violation of the right to confidentiality could result in loss of employment and liability to the institution.

Supervisors are required to inform student employees of the requirements of the law. We recommend you have your student employees sign a FERPA agreement. For questions regarding FERPA please contact the Registrar's Office.

## **XIV. GRADUATING AND WITHDRAWN STUDENTS**

Student employees that graduate or withdraw from the University, or are no longer classified as "degree-seeking" students must be terminated from positions.

Graduating students on work study must stop working by the last day of finals of the semester they are graduating. Graduating students on student assist must stop working the day of graduation. Students who graduate, but who have enrolled in another degree seeking program and are enrolled in the required number of credits next semester are allowed to continue to work but may not be able to continue earning work study funds.

Students who withdraw from the University or are no longer classified as "degree-seeking" students are no longer eligible to be student employees and must no longer work past the date of withdraw.

## **XV. SUPERVISOR RESPONSIBILITIES**

- Complete the supervisor training.
- Pick up Work Authorization Card(s) (WAC) from the Student Payroll Office



- Select at least one proxy and set them up through Mav Zone
- Interview and hire
- Fill out WAC card and give to student employee you wish to hire to bring to Student Payroll Office
- Ensure that student employee does NOT work until the green Student Release To Work (SRW) slip from the Student Payroll Office has been received
- Establish a work schedule with the student
- Go over duties and responsibilities with the student
- Provide training
- Inform student of FERPA regulations
- Maintain student employment documents
- Make sure student is following Student Employment Policies and Procedures
- Monitor and confirm hours worked by students
- Make sure student employees who have worked are submitting electronic time sheets by deadline
- Approve all pending time sheets by 10am Tuesday following the end of pay period
- Monitor work study and student assist funding amounts
- Fill out the Returning Student Employee Worksheet (RSEW) for the fall/spring or summer term for student employees that have already been set up in org and need to be reactivated
- Send notification of any terminations to student payroll that occur before the automatic termination dates in May and August

\*If supervisors do not fulfill their responsibilities they may be ineligible to continue supervising student employees.

### WORK STUDY BALANCE AND BUDGET

It is the responsibility of the supervisor and the student to monitor work study balance and student assist funds. If the student is hired using work study, the remaining award balance is on the electronic time sheet. This balance will be as of the last posted payroll. If you need to know what work date this balance includes, contact the Student Payroll Office. If you monitor it frequently and wish to be notified when each payroll is posted, you may request Student Payroll add you to the email sent after each posted payroll by emailing payroll@coloradomesa.edu. The employing department will be responsible for determining the availability and amount, if any, of student assist funds for their department and track the usage of these funds as each payroll is posted. Student Payroll does not monitor student assist budgets.

Once work study maximum is reached, the student employee's work study or MavWorks position is **automatically terminated and their job is converted to a student assist position**. This means the hiring department will then pay 100% of student employee wages. If the department wishes to terminate the student once they run out of work study funding, it must inform the Student Payroll Office by email. Departments are limited in student assist funding and students must stop working for the hiring department if budgets are exceeded. **Hours worked cannot be held in anticipation of future funding; wages must be paid when earned.**

### CHANGE IN WAGE RATE

All requests for a change in wage rate must be submitted to payroll@coloradomesa.edu by the supervisor. Please include: Employee's name, 700#, Org #, new wage, and date new wage is to take effect (must be the first day of a pay period). If you are increasing more than 3 student employee pay rates at a time please use the Raise Worksheet.

If the minimum wage increases, student employees making less than the new minimum will be automatically increased to meet the new minimum. No action is necessary by the supervisor. Payroll will send out an email notifying all supervisors when this change will be made.

### RETURNING/CONTINUING STUDENT EMPLOYEE

For rehiring or continuing student employees that have worked for org before supervisors fill out a Returning Student Employee Worksheet (RSEW) to have the job reactivated (do not fill out a new WAC for these students)

To complete a RSEW supervisor completes the following

- Org # for reactivation
- 700# of the student employee
- Student name (Legal name please)
- Funding Requirement  
SA, WS, or Either. SA would be selected if the student has work study funding, but for this position the department is going to pay under student assist to reserve work study for a separate position on campus. WS would be selected if the student must have work study in order to be set up. Neither is selected if neither one of the other criteria match. Without a selection if the student has work study they will be set up using work study funding, if they do not have work study funding they will be set up using student assist funding.
- Start Date
- Pay Rate
- Name of Approver for Electronic Time Sheet
- Save and email worksheet to payroll@coloradomesa.edu

### TERMINATION OF EMPLOYMENT

All student employment positions are automatically terminated at the end of the school year for fall/spring employment and at the end of the summer break for summer employment. If a student's position terminates sooner, supervisor needs to send an email to payroll@coloradomesa.edu with student's 700#, name, org#, and last day worked. If you are terminating more than 3 student employee at a time please use the Termination Worksheet.

All students are "at will" employees and may be terminated at any time, with or without cause or prior notice. Each employing department has discretion to determine the grounds for dismissal. The decision to dismiss a student employee may not violate employee's civil rights.

### VERIFICATION OF EMPLOYMENT

If a student employee needs verification of employment please direct them to the Student Payroll Office. In addition, if any request for verification of employment is received by your department please send them to the Student Payroll Office for processing.

### RECORD RETENTION

Departments are required to keep all employment records, including applications, time sheets/records, and employee work records for student employees for a minimum of 3 years from the end of employment or time application was received if not hired.

### **VOLUNTEERING**

All student employment is subject to the parameters mentioned in the Fair Labor Standards Act of 1938. This Act prohibits employers (including schools) from accepting voluntary services from an employee without prior agreement between employer and employee. **Moreover, voluntary activity may not be the same as the job for which the employee has been paid.** If a student employee wants to continue as a volunteer, they must be given different job duties than their paid position.

If a student wishes to volunteer and agrees not to be compensated for work performed, they must fill out volunteer paperwork. Please see Human Resources for more information.