

# **Student Employment Handbook Contents**

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## 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.

## Three Offices of Student Employment

Career Services	Student Payroll	MavWorks-Financial Aid
<a href="mailto:career@coloradomesa.edu">career@coloradomesa.edu</a>	<a href="mailto:payroll@coloradomesa.edu">payroll@coloradomesa.edu</a>	<a href="mailto:MAVworks@coloradomesa.edu">MAVworks@coloradomesa.edu</a>
-Handshake management -Job Matching	-Hiring/Termination forms -Semi-monthly Payroll Processing -New hire Packet Submission	-Work-Study Funding: eligibility/processing/awarding

## Student Employment At CMU

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 a flexible schedule, limited to a maximum of 20 hours per work week while classes are in session to ensure their first priority is academic performance.

## Student Employee Defined

A student employee is a student who is enrolled in classes at Colorado Mesa University or CMU Tech and is either: (a) awarded federal or state work-study as part of a financial aid package; (b) awarded a graduate assistantship; or (c) has been hired directly by a department. All student employees are considered "at-will" employees. The primary difference between each employment type is the wage funding source and student eligibility. Student employment is considered interim or temporary.

## 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.

# Types of Student Employment

[Resource: MavWorks](#)

## Student Assist

CMU's Student Assist employment Program provides on-campus employment opportunities to students without work-study awards. It is not necessary for the student to compete a FAFSA or be enrolled as a full-time student. Students are responsible for locating and securing a position of employment from a department that has available Student Assist funds. Hiring Department Pays 100% of student employee wage

## Work-study Programs (including MavWorks)

Work-study is a form of financial aid awarded to students based on their eligibility determined by the Free Application for Federal Student Aid (FAFSA) along with other financial aid criteria. 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.

Eligible students will receive a work-study award for the a given academic year (August-May). In order to utilize awarded funds, students are responsible for locating and securing a specified work-study position with an on-campus department or prearranged off-campus community partner. Funds are paid to the student as semimonthly paychecks earned throughout the academic year based on hours worked. Students can only earn their work-study funds within the academic year it was awarded. Unused work-study funds do not penalize their future financial aid award offers. Unused work-study does not need to be paid back; students can request cancellation of any unused work-study and may be eligible to receive additional loans. Once a student earns the full amount of their allocation, they are no longer able to continue their employment under the work-study program for that academic year. However, the hiring department may be able to convert the position to a Student Assist position.

Funding for the work-study program is limited and awards not assigned to approved work-study positions may be cancelled after October 1. Funding is reviewed throughout the year and may be re-awarded to students requesting funds from the work-study wait list.

## Colorado Work-study – CW

- Funds awarded to Colorado State Residents on a need basis determined by FAFSA
- Hiring Department Pays 0%, State Pays 100% of student employee wage up to the maximum awarded for each individual employee\*

## Colorado Work-Study – No Need- CN

- Funds awarded to Colorado State Residents who have no need-based aid as determined by FAFSA
- Hiring Department Pays 0%, State Pays 100% of student employee wage up to the maximum awarded for each individual employee\*

## Federal Work-Study – SF

- Funds awarded to students on a need basis determined by FAFSA
- University pays 25%, Federal Government Pays 75% of student employee wage up to the maximum awarded for each individual employee\*

## MavWorks – MW

- Institutional funds used for work-study. Students must apply and meet eligibility requirements (enrolled full time and a 3.0 GPA). The online application is available the Friday before the first day of fall semester and remains open for 10 days or until funding is exhausted. A Spring application will be made available when funding allows.
- Hiring Department Pays 0%, University Pays 100% of student employee wage up to the maximum awarded for each individual employee\*

\* Once that 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. Departments who are limited in Student Assist funding have the option to continue students working for the hiring department or terminate them if budgets are exceeded.

## Work-Study Eligibility

Due to limited state, federal, and institutional (MavWorks) work-study funds, not all students will receive an award. Students who complete their FAFSA by the priority deadline (March 15) will have the best opportunity to receive funding.

## Requirements

1. **Availability of Work-Study Funds**-The overall availability of Work-study funds will determine the number of awarded students and the amount of individual awards
2. **Completion of FAFSA and Financial Need**- students must complete a FAFSA each academic year and answer “yes” to the question, “Are you interested in Work-Study?” Occasionally students may receive a no need work-study award, which does not require the student to demonstrate financial need. Office of Financial Aid only awards no-need work-study on a case-by-case basis.
3. **Satisfactory Academic Progress (SAP)** - All work-study employees must meet SAP requirements while utilizing financial aid resources.
  - Successfully complete at least 67% of all attempted credit hours.
  - Maintain at least 2.00 GPA cumulative grade point average (GPA).
    - MavWorks Requires a 3.0 GPA
  - Complete your degree program within the maximum time frame of no more than 150% of your program’s length.
4. **Enrollment**- must be enrolled in a degree-seeking program as a full-time student (12+ credit hours undergraduates)
5. **U.S. Citizen or Permanent Resident**
  - a. Colorado Resident for State-Work-study

## Work-Study Eligible Employment Periods

Eligible students may utilize their work-study award during fall and spring semesters. CMU does not offer work-study for summer semesters. Students wishing to continue in their employment position during the summer must work as a Student Assist employee.

## Off-Campus Employment-Community Service Work-Study Program

Prearranged work-study positions can be located in the community with eligible local non-profit, government agencies and community-based organizations; CMU identifies specific programs designed to improve the quality of life for community residents. Community Service employment opportunities are designed to enhance the students’ educational experience through hands-on training that is academically relevant. Employment opportunities in this area can be limited due to funding constraints. Students participating in an off-campus work-study program will receive the same hourly pay as students (or non-students) working in positions on-campus with similar capacities. Students who work off-campus are typically awarded Federal Work-Study.

## Student Employee Eligibility

Only students at Colorado Mesa University or CMU Tech 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 note that these eligibility requirements are not institutionally set.*

# Course Load Eligibility Requirements

## Student Assist

### Fall/Spring Term

Enrolled in a minimum of 6 credits/semester

### Summer Term

Enrolled in a minimum of 1 credit for summer AND a minimum of 6 credits for the previous spring OR upcoming fall

-OR-

Enrolled in a minimum of 6 credits for previous spring AND a minimum of 6 credits for the upcoming fall

## Work-Study (including MavWorks) Must meet Financial Aid eligibility criteria\*

### Fall/Spring Term

Enrolled in a minimum of 12 credits/semester

### Summer Term

Work-study not available in Summer

## International Students

International Students are allowed to hold on campus jobs if they meet the credit hour requirements referenced in this handbook and as long as they have a “Valid to Work” social security card prior to starting. These students may also qualify for MavWorks as long as they meet the required criteria for eligibility.

## Hiring Process

### Securing Student Employment

Departments are responsible to have an application and interview process in place for reviewing, interviewing, and to determine who they will hire. **Students are not allowed to begin working until they have received the “Release to Work” email from Payroll.**

Students are responsible for securing job opportunities that best fit their employment needs. Students are encouraged to utilize all resources available to assist with the job search process. A few primary ways include, creating a profile on Handshake to access CMU’s job database, attending the annual Student Employment Fair, and visiting the Career Services Office for additional guidance. Students may even directly contact departments in which they have interest. While many efforts are made to assist students in securing employment, CMU does not assign jobs or guarantee that any individual student will be able to arrange a specific type or amount of work.

### Job Announcements

Resource: [Career Services](#)

Colorado Mesa University uses Handshake, an online job posting platform, to provide CMU departments and the local community a job posting service to connect students to on- (and off-) campus employment opportunities, free of charge. Potential employers can take advantage of a manageable tool to post job openings and screen potential candidates. This app provides efficient job searching capabilities to connect students to on-(and off-) campus employment opportunities.

### *Creating A User Profile*

**Supervisors:** Before posting a job in Handshake, you must first create an “Employer” account at:

<https://app.joinhandshake.com/register> and select your employer as “Colorado Mesa University On-Campus Employment (Student Jobs).” You will then need to connect with CMU as the school for which you want to post your jobs.

Step by Step Instructions can be found here:

<https://support.joinhandshake.com/hc/en-us/articles/219133047-How-to-Create-a-User-Account-Join-a-Company-and-Connect-with-Schools>

Career Services will have to approve your request to connect with CMU and utilize the Handshake system; please note, it may take up to one business day before your request to connect is approved.

**Students:** Explore open positions through the Handshake app in MAVzone:

<https://www.coloradomesa.edu/mavzone/dashboard.html>. Students will want to create their account using their MAV Email address.

### **Job Description Recommendations**

Job Descriptions are strongly encouraged as they serve as the justification for a student's pay rate. It also allows a student to understand the expectations of the position. CMU recommends descriptions include the following:

- ☒ Clearly defined job title.
- ☒ Outline of key responsibilities.
- ☒ Mandatory and preferred qualifications for the job. Indicate if training will be provided.
- ☒ Contact person/supervisor and application procedure.
- ☒ Approximate number of hour's employee is expected to work and particular days/hours.
- ☒ Pay rate/pay scale.

### **Reviewing and Interviewing**

Hiring departments should be mindful on interviewing timelines. Applications should be reviewed and applicants notified of a chance to interview or not within a timely manner. Student employment suggests a timeframe of no more than two weeks.

#### **Interview Items:**

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.

### **Hiring & Rehiring Process**

[Resource: Payroll](#)

#### **New Student Employees**

##### **Work Authorization Card-WAC**

**Required to be submitted to Payroll BEFORE the student is expected to begin work.**

Work Authorization Cards (WAC) are required for each new student a department wishes to hire. Supervisors can download the electronic Work Authorization Card from the Payroll's webpage. Instructions on how to use the WAC are also available. See Completing a Returning Student Employee Worksheet for rehiring or continuing employees that have worked for your org before.

Supervisor or proxy fill out the top portion and submits the WAC.

## Required Information

### Student Information:

Legal Name, Student ID# (700#), Cell Phone or Local Phone, CMU E-mail

### Job Information & Description

Funding type required by department

- *Student Assist*- select if the department is going to pay under Student Assist.
- *Work-study* -select if the student has work-study.  
Can be verified by student in MAVzone.
- *Either* - select if the department does not have a preference. If Student Has work-study that will be the fund used.

Org #- This must match the org they will work for

Hourly pay rate (CO minimum wage up to current max amount per hour), Start date, Position title, Duties, Supervisor name

**COLORADO MESA UNIVERSITY** Student Work Authorization Form

Last Name: [ ] First Name: [ ] Student 700: [ ]  
Cell Phone: [ ] CMU Email: [ ]

**Job Information and Description**

Student Assist (SA) ☒ Org # [ ] Hourly Pay Rate \$ [ ] Start Date [ ]  
Work Study (WS) ☐  
Either ☐ (Min. Wage up to \$15 per hour)

Position Title: [ ]  
Duties: [ ]  
Supervisor Name: [ ]  
☐ Submitted by Proxy Proxy Name: [ ]

\* Student is not eligible to work until you are notified by payroll. **Submit Form**

**STUDENT PAYROLL OFFICE ONLY**

Effective Date: [ ] Entered By: [ ] Date: [ ] ☐ CN ☐ CW ☐ SF ☐ MW ☐ AA ☐ SA  
Cr: [ ] New Hire: ☐ WS not acptd: ☐

## Welcome Email-Only for students that have not worked on campus before

After the student has secured a campus job and the supervisor has submitted a WAC to the Payroll Department. The student and supervisor will receive a “Welcome Email” that will contain a new hire informational video, and New Hire Packet to be completed before being cleared to work.

## New Hire Packet

Per Federal law, when a student first gets hired for on-campus employment they will need to fill out a new hire packet they receive from the Payroll Office, BEFORE they begin working. This contains several forms including Form I-9 Employment Eligibility Verification, Form W-4 Employee’s Withholding Certificate, and a Direct Deposit Enrollment Form.

- **I-9 Employment Eligibility Verification Form:**  
Students must have two original forms of unexpired identification documents to complete the I-9. Required by the Department of Homeland Security original documents must be presented to Human Resources. **Presenting copies of any form for verification is not allowed per the Department of Homeland Security regulations.** For a complete list of acceptable documents please see the [I-9](#).
- **W-4, Employee’s Withholding Allowance Certificate:**  
The Payroll Office requires all student employees submit a W-4 tax form in order to setup an employee’s correct tax deductions. The Internal Revenue Service (IRS) requires payroll to withhold at the highest tax rate until a valid W4 is received.
- **Direct Deposit Enrollment Form:**  
Direct deposit is required per Colorado Mesa University Fiscal Rules. This allows the Payroll Office to deposit a student’s earnings into a bank account of their choosing each pay period. To complete this document, students must attach either a voided check or a Direct Deposit letter from their bank to the Direct Deposit form. Contact the Payroll Office if this requirement poses a hardship.



## Returning Student Employees

### Returning Student Employee Worksheet-RSEW

For rehiring or continuing student employees that have worked for the 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, Last, First please)
- Funding Requirement: SA, WS, or Either. SA would be selected if for this position the department is going to pay under Student Assist. WS would be selected is the student must have work-study in order to be set up
- Start Date
- Pay Rate
- Name of Approver for Electronic Time Sheet
- Save and email worksheet to payroll@coloradomesa.edu

Students returning to a previously held position, or continuing their employment the following year, do not need to complete a new W-4 and Direct Deposit unless there has been a change. As long as the I-9 document has not expired, student employees will not need to complete a new form. Expired documents will need to be resubmitted within three days of hire.

### Release to Work Email

Once the required documents are processed by Payroll, the student and supervisor will receive a “Release to Work” email. Students are not allowed to begin working until they have received the “Release to Work” email from Payroll. *By working a student before they are cleared to work by Payroll, this puts the University at risk during audit and in compliance with Department of Labor and Department of Revenue.*

### F-1 and J-1 International Students

F-1 and J-1 International Students are allowed to hold on campus jobs if they meet the credit hour requirements mentioned on page 4 of this handbook, and as long as they have a “Valid for Work” social security card prior to starting their position. Jobs may be found and applied for on the Handshake Application. F-1 and J-1 International Students, like all other student workers, are limited to no more than 20 hours a workweek, Saturday through Friday, during the school year and 40 hours a workweek, Saturday through Friday, during breaks. Anything worked over 20 hours during school and 40 hours during breaks violates regulations for some visa holders. It is both the student’s and supervisor’s responsibility to monitor the hours worked.

To apply for a social security card, International Students with an F-1 or J-1 Visa will need to obtain a letter from the International Programs Office to take along with additional documentation to the Social Security Administration. Any other international student must go directly to the Social Security Administration to obtain a social security card. When going to the Social Security Administration, students will need to take proper identification. Examples of documents a student may need to take to the Social Security Administration Office include but are not limited to the application for the Social Security card, a photo ID, passport & visa, copy of most recent I-20/DS-2019, and the I-94 arrival and departure record. These documents will also need to be brought to payroll before beginning work in order for their new hire paperwork to be complete. For complete instructions on documentation please see the Form I-9.

### Student Employee Hiring Checklist

- ☒ Verify student status and type of employment – Does your student employee have work-study?
- ☒ Submit the Work Authorization Card form or Returning Student Employee Worksheet to Payroll.
- ☒ MavWorks Office will verify that work-study employees meet eligibility requirements before approving the WAC/RSEW.
- ☒ For new students: complete and return New Hire Packet (I-9, W-4, and Direct Deposit Authorization) to Career Services in the University Center.
- ☒ Wait for Release to Work Email approval before the student can begin working.

# New Employee Orientation and On Boarding

## Suggested Formal Training

All CMU student employees are responsible for completing the online Student Employee Training located in D2L. Student Employees will be granted access through a link included in their Release to Work Email. This online training is to serve as a standard foundation for all student employees. Supervisors are responsible for supplementing this training with information specific to your department and office.

The online training is to be completed within the first two weeks of a student's start date and during a time they are being compensated. These modules will include:

- Campus and Student Employment Procedures
- FERPA, Title IX, & Campus Safety
- General Student Employee Expectations
- Time Card System & Deadlines
- Campus Resources

Each module includes a brief reading, video and quiz. Student employees must pass each quiz with a 90% or better. Upon successful completion of each module student employees will receive a certificate of completion to be presented to their campus Supervisor(s).

**\*\* Students who hold more than one on campus position will be required to complete the online training one time.**

## Informal

An informal orientation is highly recommended to help students adjust to the department and the job. Supervisors should set aside time to orient students to the department on his/her first day of work. It is important to address the following questions:

- ☒ Who is the direct supervisor and what they do?
- ☒ Who is the "alternate" supervisor and what they do?
- ☒ Who should the student direct problems or questions to?
- ☒ Who should be contacted in case of absence or change in work schedule?
- ☒ What is the general procedure for reporting absences or changes in the work schedule?
- ☒ What is the best way for the student to communicate with their supervisor and other staff (e.g., email, phone)?
- ☒ When/how will evaluations occur?
- ☒ What is the procedure for supervisor/student employee meetings? How often should the student check in (e.g., daily, weekly)?
- ☒ Office/Building safety procedures
- ☒ General office expectations

## Establishing Work Schedule

The supervisor and the student establish a work schedule taking into consideration the student's class and campus closures/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 may allow students to work additional hours ONLY if a class is:

- canceled – Professor has notified that the class will not be in session for the specific date, or
- released early – Professor chooses to end class early, due to class presentations, exams, guest presenters, etc.

In these circumstances, the student still cannot exceed the 20 hours per week limit and the additional hours cannot create overtime. When approved to work, student employees will need to insert a comment on their electronic timesheet with the following information:

- date, class code (i.e. ENGL 111), and the reason (cancelled/early release).

A comment needs to be made for each class/job overlap. If a comment is not added, or not specific to the date and class found in violation the student employee and supervisor will be sent a notice of warning email.

## Number 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.

## 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 Payroll Office is Saturday 12:01 am through Friday 12:00 am (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.

## Class Job Overlap Warning and Violation Policy

Students who are found to have worked during a scheduled class without providing a comment will be sent a warning email and will be given an opportunity to respond with the reason for the class/job overlap. Students will be emailed up to two times within a given pay period. Supervisors will be copied on these emails.

Failure to respond or a response that does not include a specific cancellation or early release of the class will result in a violation. Student employees are allowed three violations. On the third violation, if applicable any remaining work-study funds will be cancelled. Which could result in the loss of the on-campus position.

## Meal and Break 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."

## 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 into 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 Payroll Office for pay to be processed.

## **Absences**

A student employee should notify their supervisor in advance if they are unable to work their regularly scheduled work hours. Absence policies may vary depending on the department. The supervisor will define their preferred notification and provide this information to the student employees in their department. Student employees should communicate any concerns about absences with their supervisor. Excessive absences, tardiness, leaving work early, long breaks or absence without duly notifying the appropriate supervisor is just cause for disciplinary action and/or termination

## **Timesheets**

Electronic time sheets will be available on the student's MAVzone within 3 business days after Payroll has sent the "Release to Work" email. 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 semi-monthly pay period, log hours for the day, save and then hit the submit for approval button. The pay schedule with submission and approval deadlines can be found on the Payroll webpage. Please refer to this when guiding students in timesheet submittals.

If the student has technical problems they must contact the Payroll Office as soon as possible. If the time sheet hasn't successfully been submitted by the employee submittal deadline, the electronic time sheet will NOT be processed for that pay period. If this is the case, the student must email Payroll to obtain a late time sheet. Late time sheets will be processed according to the date the student turns in the completed paper time sheet to the Payroll Office. There can be up to a six week delay in pay for late paper timesheets. 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 10 am on their deadline date.

## **Submittal Deadlines**

Deadlines for time submission may differ between pay periods and departments. Students must be aware of the "submit by date," noted on their electronic timesheets. Approvers must also be aware of when students no longer have access to their timesheets, and when the approver deadline is. 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 12 pm on their deadline date.

## **Missed Pay Periods and Payments**

Per Federal Wage and Labor Law, student employees must be paid for all hours worked. It is the supervisor's responsibility to ensure their student employees submit their hours accurately and in a timely manner. In the instance a student does not receive pay for hours earned, the supervisor is required to contact the Payroll Office immediately. More information about this law is available through the United States Department of Labor: <https://www.dol.gov/whd/>

## **Compensation, Hours & Benefits**

Student employees are temporary employees and do not receive the same benefits as permanent university employees. However, there are exceptions to this policy. The following is specific information about student employment benefits.

## **Payrate**

The pay range for student employees begins at Colorado minimum wage and is up to the current max amount on the pay rate guidance that is sent out every calendar year. Student hourly rates will be determined by the department for which they work.

## **Pay Rate changes**

Employers have the ability to adjust a student employee's pay rate throughout the duration of the student's employment. All requests for a change in wage rate must be submitted to [payroll@coloradomesa.edu](mailto: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.

## **Leave**

Effective January 1, 2021 students will be eligible for sick leave under Senate Bill 20-205 Healthy Families and Workplaces. Student employees will accrue one (1) hour of paid sick leave for every thirty (30) hours worked. Up to forty-eight (48) hours of paid sick leave that a student employee accrues in a year, but does not use, will carry forward to the next fiscal year. A student employee is not entitled to earn more or use more than forty-eight (48) hours of paid sick leave per fiscal year, including carry forward. Sick leave will be reported on an employee's timesheet and approved by the direct supervisor. Supervisors are responsible to monitor the leave and approve the time off accordingly. Student employees whose employment by Colorado Mesa University is voluntarily or involuntarily terminated shall not be entitled to any compensation whatsoever for unused sick leave.

## **Benefits**

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

## **Paychecks and Deductions**

### **Pay Period**

The student pay period is a semi-monthly period. The work week is Saturday through Friday and the pay period is either the 1st-15th or 16th- Last Day of the Month. Pay day is semi-monthly, the 15th and last day of each month. Time worked the 1st-15th is paid that same month on the last day of the month. Time worked the 16th- last day of the month is paid the 15th of the next month.

### **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 Payroll Office if this requirement poses a hardship.

### **Viewing Pay Stub- Student**

1. Log into MAVzone and click on "My Account" from the left side navigation
2. Then click on "Employee"
3. Under Pay Information you can click on the Latest Pay Stub or select All Pay Stubs to see all previous pay periods.

### **Monitoring Work-study Balance-Student**

1. Log into MAVzone and click on "My Account" from the left side navigation menu and click on the Student Finance bar.
2. From the Student Finance menu click Financial Aid Offers. (This will redirect you to a new page)
3. View your work-study balance under the Financial Aid History tab.  
\*\* Double check that you have the correct aid year selected.

Supervisors can also use the work study fund tracker spreadsheet. This allows supervisors to have a real time audit on the amount of work study funds the student has available. This tracker can be used when you are approving timecards each pay period.

## **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 800-842-2252 or by their website <https://www.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 MavWorks or Student Assist it will be withheld up to the limits set by Federal and Colorado law.

## **Responsibilities**

### **Student Employment Procedures**

The following procedures apply to all CMU Student Employees as previously defined. CMU encourages both students and employers to carefully read and familiarize themselves with policies. Each hiring department or organization may establish additional procedures concerning student employment provided they remain consistent with the policies stated here.

### **Performance Standards**

All CMU students must adhere to the [Maverick Guide-Student Code of Conduct](#). Violating the code of conduct is grounds for termination and University disciplinary actions. Student employees are required to additionally comply with the guidelines for professional conduct as outlined in the [Professional Personnel Employment Handbook section XII](#) along with the performance standards established by the department or organization for which they work. Students who fail to perform in a satisfactory manner may be removed from their position.

Student Employment recommends student employees and supervisors review the Maverick Guide - Student Code of Conduct guide located on the [Student Services](#) webpage and the Professional Personnel Employment Handbook section XII, before the start of employment.

### **Confidentiality**

Student employees shall maintain confidentiality regarding workplace issues. The release or sharing of information and the removal of files or other materials from the workplace is prohibited. Any breach in confidentiality is grounds for immediate termination. Unauthorized disclosure of this information can result in termination of employment with the University, loss of federal financial aid funding, and criminal and civil penalties. Student employees should understand the requirements and standards for confidentiality for the office in which they work before the start of employment.

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.

### ***Family Educational Rights and Privacy Act of 1974 (FERPA)***

FERPA is a Federal law designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the protections of inaccurate and misleading data through informal and formal hearings. Student employment positions may allow access to student records or other forms of student personally identifiable information (PII). This information includes, but is not limited to, transcripts, grades, class schedules, applications and personal information, and can exist in multiple formats, including written and electronic materials, and/or personal conversations. Student employees are protected under FERPA, and must maintain confidentiality regarding any forms of PII.

The University requires all student employees sign a Statement of FERPA Understanding upon securing university employment. This statement must be retained by the supervisor as part of the student employee record.

### ***Health Insurance Portability and Accountability Act of 1996 (HIPAA)***

Similar to FERPA, HIPAA provides confidentiality and safeguarding of medical information, and governs the release of information for university offices such as the Student Wellness Center. Student employees are protected under HIPAA, and must maintain confidentiality of all medical records.

### **University Drug & Alcohol Policy**

Resources: <https://www.coloradomesa.edu/student-services/index.html>

Student Employment encourages all student employees to be aware of the University policies on drugs and alcohol. Violation of University policy, and/or state and federal laws is grounds for immediate termination of the student employee, and subject to University disciplinary actions.

### **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.

### **Student Employee Responsibilities**

1. If applicable, complete New Hire Packet including supporting documents and return to HR in Lowell Hiney Hall within one week of receiving Welcome Email
2. Ensure no hours are worked before receiving the Release to Work email from Payroll
3. Arrive ready to work for each assigned shift
4. Do not work during scheduled class time
5. Follow guidance from supervisor to complete assigned tasks in a timely manner
6. Record hours on electronic timesheet as hours are worked
7. Make sure timesheet is submitted before 11:59 pm on submittal deadline day

### **Supervisor Responsibilities**

Employers should strive to provide meaningful work that complements and reinforces a student's educational program or career goals. Each department must designate a student employment supervisor and proxy who is responsible for overseeing the work assigned to and performed by each student employee.

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

Student employee supervisors are also responsible for the following:

1. Complete Required Supervisor Training and assign a proxy
2. Post jobs, interview and hire
3. Fill out Work Authorization Card (WAC) and submit to Payroll for New Student Employees
4. Fill out Returning Student Employee Worksheet (RSEW) for the fall/spring or summer term for students that have previously worked for your org and need to be reactivated.
5. Verify New Student Employees complete the New Hire Packet forms in a timely manner.
6. Ensure that student employee does **NOT** work until the Release to Work email from Payroll has been received.
7. Establish a work schedule with the student.
8. Go over duties, responsibilities, and procedures with the student.
9. Request student Account Accesses through IT that will be needed if the student employee job duties require access to any of the following systems: (Banner, Network Drive access, Voicemail/Long Distance authorization code, Workstation/printer access, Xtender, etc)
10. Provide training
11. Maintain student employment documents
12. Ensure student is following Student Employment Procedures
13. Make sure student employees who have worked are submitting electronic time sheets by deadline
14. Audit and approve all pending time sheets by noon on the approval deadline day
15. Monitor work-study and Student Assist funding amounts

16. Report all student employee health and safety concerns, or violations of the VP of Student Services Office.
17. Notify Payroll for any changes in student's employment including wage increase/decrease
18. Send notification of any terminations to Payroll Office that occur before automatic termination dates in May and August

## **Work-Study**

### ***Verifying Eligibility***

All supervisors must ensure work-study student employee(s) have been awarded and accepted work-study funds before the student begins working. If a student employee begins working and the supervisor later determines the student does not have a work-study award, it is the department's responsibility to cover the costs of the student's earnings for all hours worked. Verification options include:

1. Handshake – Post job openings on Handshake and select the “Work-Study” option to limit job applicants to students awarded work-study funds. Note that all student users are able to view both Work-Study and non-Work-Study job postings on Handshake.
2. Students – Students can provide confirmation to their employer. Eligibility for work-study may be checked/verified by the student accessing their financial aid award information in MAVzone.

### ***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, will be sent to supervisors through the Work-Study Review email. This balance will be as of the last posted payroll. If you need to know what work date this balance includes, contact the Payroll Office.

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. The Payroll Office does not monitor Student Assist budgets.

### ***Work-Study Reallocations Overages***

Students may not earn in excess of their work-study allocation. In the instance a student employee earns more than their allocation, the hiring department is responsible for paying the excess amount from their department account.

Once work-study maximum is reached, the student employee's work-study/MavWorks position is **automatically terminated and their job is converted to a Student Assist position by the end of the current pay period**. 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 Payroll Office by email.

Departments who 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.

### ***Fund Redistributions***

MAVworks Office submits a redistribution request to the Payroll Office when a student employee exceeds their work-study allocation. Any overages are redistributed as Student Assist.

### **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.

## **Termination Policy**

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.

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. It is the departments responsibility to remove any access that



the student may have had. Including, but not limited to, MAVcard access, keys, banner, computer, sharepoint, R drive. Etc.

## **Involuntary Termination**

If a student's position terminates sooner, supervisor needs to send an email to [payroll@coloradomesa.edu](mailto:payroll@coloradomesa.edu) with student's 700#, name, org#, and last day worked. If you are terminating more than three (3) student employees at a time, please use the Termination Worksheet located on the payroll website: <https://www.coloradomesa.edu/student-employment/supervisors.html>

## **Voluntary Terminations**

Student employees wishing to end their employment are not legally required to notify their supervisor in advance. It is customary to provide a supervisor at least a two-week notice, but the Colorado Department of Labor and Employment does not require this. When a student employee voluntarily leaves their position, the supervisor must notify the Payroll Office via email [payroll@coloradomesa.edu](mailto:payroll@coloradomesa.edu) with student's 700#, name, org#, and last day worked.

## **Graduating and Withdrawn Students**

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

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

## **Verification of Employment**

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

## **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 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.