

# STUDENT EMPLOYMENT HANDBOOK

## Contents

I.	INTRODUCTION	2
II.	TYPES OF STUDENT EMPLOYMENT	2
	WORK STUDY AND MAJWORKS	2
	STUDENT ASSIST	3
III.	JOB ANNOUNCEMENTS	3
IV.	ELIGIBILITY OF A STUDENT EMPLOYEE	3
V.	HIRING PROCESS	4
	EQUAL OPPORTUNITY EMPLOYER	4
	CONFLICTS OF INTEREST AND NEPOTISM	4
	INTERVIEWING	4
	RATE OF PAY	5
	COMPLETING A WORK AUTHORIZATION CARD	5
VI.	DOCUMENTS REQUIRED FOR EMPLOYMENT	6
	F-1 AND J-1 INTERNATIONAL STUDENTS	6
VII.	WORK SCHEDULE	6
	AMOUNT OF HOURS ALLOWED TO WORK	6
	BREAKS AND MEAL PERIODS	6
	OVERTIME	7
	JURY DUTY	7
VIII.	TIME SHEETS	7
IX.	PAYCHECKS	8
	DIRECT DEPOSIT	8
	FEDERAL AND STATE TAX WITHHOLDING	8
	MEDICARE AND TIAA (RETIREMENT)	8
	GARNISHMENTS	8
X.	BENEFITS	9
XI.	WORKER'S COMPENSATION	9
XII.	PROFESSIONAL CONDUCT	9
XIII.	CONFIDENTIALITY	9
XIV.	GRADUATING AND WITHDRAWN STUDENTS	9
XV.	SUPERVISOR RESPONSIBILITIES	9
	WORK STUDY BALANCE AND BUDGET	10
	CHANGE IN WAGE RATE	11
	RETURNING/CONTINUING STUDENT EMPLOYEE	11
	TERMINATION OF EMPLOYMENT	11
	VERIFICATION OF EMPLOYMENT	11
	RECORD RETENTION	12
XVI.	VOLUNTEERING	12

# 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 MAVWORKS

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 970-248-1156

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 MAVwork awards, students will be given six 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 through Handshake, 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 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\*.

# STUDENT EMPLOYMENT HANDBOOK

## SF – Federal Work Study

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

## MW – MAVworks

- Interested students must be enrolled as full time students and have no Pell grant eligibility. Continuing students must have a 3.0 GPA. The Mav Works application begins the first day of school through Census. The application button can be found on the CMU website under the Student Employment section.
- 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

Colorado Mesa University uses Handshake, an online job-posting platform, to connect students to on- (and off-) campus employment opportunities. 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.

- *Follow this link for step-by-step instructions on how to create an account and connect with CMU for job postings: <https://support.joinhandshake.com/hc/en-us/articles/219133047-How-to-Create-a-User-Account-Join-a-Company-and-Connect-with-Schools>*
- *If you were a student at CMU and have a student Handshake account, please follow this link for instructions on how to link your student account and CMU employer account: <https://support.joinhandshake.com/hc/en-us/articles/115011549548>*

# STUDENT EMPLOYMENT HANDBOOK

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. If you would like a detailed guide on how to create a CMU on-campus employer account please email Career Services directly: [career@coloradomesa.edu](mailto:career@coloradomesa.edu).

## IV. ELIGIBILITY OF A STUDENT EMPLOYEE

Only students at Colorado Mesa University are eligible for the student employment program. Per IRS guidance, 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 email the student payroll office for more information at [payroll@coloradomesa.edu](mailto:payroll@coloradomesa.edu). *Please note that these eligibility requirements are not institutionally set.*

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 reviewing applicants, interviewing, and 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, the supervisor should send in a Work Authorization Card(WAC) for that individual student to the Payroll Department. The student and supervisor will then receive a "Welcome" email that contains a new hire informational video and packet to be completed before being cleared to work. Once the completed packet is turned into Career Services and 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.**

## EQUAL OPPORTUNITY EMPLOYER

# STUDENT EMPLOYMENT HANDBOOK

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.

## COMPLETING A WORK AUTHORIZATION CARD

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.

1. Supervisor or proxy fill out the top portion and submits the WAC
  - Required Information
    - Legal name
    - Student ID# (700#)
    - Cell Phone or Local Phone
    - CMU E-mail
    - Funding type required by department
      - Student Assist would be selected if for this position the department is going to pay under student assist. Work Study would be selected if the student must have work study in order to be hired. Either is selected if the department does not have a preference as to which budget the student is being paid from.
    - Org #
      - This must match the org they will work for

## STUDENT EMPLOYMENT HANDBOOK

- Hourly pay rate (minimum wage up to \$15 per hour)
  - Start date
  - Position title
  - Duties
  - Supervisor name
2. WAC is required by Payroll BEFORE the student is expected to begin work. Once Payroll has determined eligibility to work and collected any needed paperwork, the student and supervisor will receive a “Release to Work” email.
- This email lets the supervisor know that the student:
    - Is enrolled in the required credit hours for student employment eligibility
    - Has completed all required employment paperwork
    - What funding it appears the student will be paid from based on our knowledge. However, Financial Aid will make the final determination regarding funding.
    - When they can be scheduled to begin working
    - When an electronic timesheet should be expected

### 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 Career Services. 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 documents please see the [I-9](#).
- A voided check or direct deposit form  
Direct deposit is required per Colorado Mesa University Fiscal Rules.

### 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

# STUDENT EMPLOYMENT HANDBOOK

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.

## 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 Saturday 12am through Friday 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

# STUDENT EMPLOYMENT HANDBOOK

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 MAVzone 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 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 Student 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 come to the Student Payroll Office with their pictured ID 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. Late time sheet pay schedule can be found on the Payroll webpage.

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.

## **IX. PAYCHECKS**

The student pay period is a semi-monthly period. The work week is Saturday through Friday and the pay period is either the 1<sup>st</sup>-15<sup>th</sup> or 16<sup>th</sup>- Last Day of the Month. Pay day is semi-monthly, the 15<sup>th</sup> and last day of each month. Time worked the 1<sup>st</sup>-15<sup>th</sup> is paid that same month on the last day of the month. Time worked the 16<sup>th</sup>- last day of the month is paid the 15<sup>th</sup> of the next month. For a schedule of pay periods and corresponding pay days please visit the Payroll webpage.

## 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.



# STUDENT EMPLOYMENT HANDBOOK

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 800-842-2252 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 or holiday pay. 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.

## **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

# STUDENT EMPLOYMENT HANDBOOK

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 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.
- Assign a proxy
- Download the Work Authorization Card from the Payroll website
- Post job, interview, and hire
- Fill out WAC card and submit to Payroll Office
- Ensure that student employee does NOT work until the Release To Work email from the 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

## STUDENT EMPLOYMENT HANDBOOK

- Monitor and confirm hours worked by students
- Make sure student employees who have worked are submitting electronic time sheets by deadline
- Audit and approve all pending time sheets by noon on the approval deadline day.
- 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 emailed to supervisors. 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. If you monitor it frequently and wish to be notified when each payroll is posted, you may request 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 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 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

# STUDENT EMPLOYMENT HANDBOOK

- 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

## 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 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.

## 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.

## **XVI. 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.