Colorado College is an equal opportunity employer and welcomes members of all minority groups and reaffirms its commitment not to discriminate on the basis of race, color, age, religion, sex, national origin, sexual orientation, gender identity, gender expression or disability in its educational programs, activities and employment policies.
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STUDENT EMPLOYMENT OFFICE INFORMATION

Student Employment at Colorado College is coordinated by the Financial Aid office.

Financial Aid Office
14 E. Cache La Poudre
Spencer Center, 1st Floor Suite 134
Phone: (719) 389-6651
Fax: (719) 389-6173
Email: financialaid@coloradocollege.edu
Office hours:
Monday-Friday 8:30am-5:00pm

STUDENT EMPLOYMENT INTRODUCTION

Student employment is a learning experience intended to provide the foundation for students to develop their skill sets, to gain and expand upon their valuable work experience, and to prepare them for assuming additional responsibilities in the workplace. In turn, the student contributes to the successful operation of the College and/or local community service agency. Students hold jobs in almost all areas of college life as well as off-campus, and supply a valuable resource for college departments, many of which rely heavily on student employees.

The Financial Aid office coordinates two student employment programs:

1. Federally and state funded (Federal work study and Colorado work study) on-campus and off-campus employment - Federal work study provides job opportunities for students demonstrating financial need to help pay for educational expenses. An allocation is provided to Colorado College by the state of Colorado and federal governments to hire work-study eligible students. The federal and state work study eligibility is reviewed each year and is determined by the FAFSA (Free Application for Federal Student Aid). If a student is eligible for federal or state work study, the work study award will be included in the financial aid package. The federal government pays 75% of the student’s wage and Colorado College pays 25%. The state government pays 100% of the student’s wage.

The federal work study program encourages colleges to designate a certain number of work study jobs to community service. The definition of ‘community service’ according to Department of Education guidelines is as follows: ‘...services that are designed to improve the quality of life for community residents, particularly low income individuals, or to solve particular problems related to their needs.’ To be eligible for the community service program, a student must be eligible for work study.

2. Institutionally funded on-campus employment - Provides job opportunities for currently enrolled students, regardless of financial need. Colorado College pays 100% of the student wage.
Since international students are not eligible to receive need-based federal/state work-study, Colorado College chooses to award institutional employment award to international students who demonstrate financial need.

**FINANCIAL AID EMPLOYMENT AWARDS**

A student's financial aid package may include a Federal Work Study (FWS), Colorado Work Study (CWS), or institutional employment award. The employment award amount is a dollar amount that a student may earn during the regular academic year, September to May, in an on campus position and/or off campus community service position. Students with institutional employment awards may only work on campus.

The dollar amount of the student's work award appears on the financial aid award letter. The awards are calculated for two semesters. There is no guarantee that a student will earn the amount of the award or find a job. Students may work up to 40 hours per week, however, it is highly recommended the students only work no more than 20 hours per week.

The amount of work study/institutional employment award may change at any time during the academic year if the student changes level of enrollment, receives scholarship funds, or other changes to his/her financial aid award package occur. Students are notified if a change is made to their financial aid package by receiving an email notification.

Students working off campus for a community service organization are not allowed to earn more than their work-study award. Student employees and their supervisors are responsible for tracking their work study earnings to ensure hours worked do not exceed the student’s award amount. The Financial Aid office is required to monitor earnings for these students as well and both the students and supervisors will be notified when students are close to earning their maximum award.

**STUDENT EMPLOYMENT ELIGIBILITY**

Only current Colorado College students enrolled at least half time during the academic year (fall and spring) are eligible for student employment and no FICA and social security will be withheld from their paychecks.

Only students with a work study award or institutional employment award may be hired during Block 1. All other students must be hired starting at Block 2.

Current Colorado College students who wish to work during summer do not have to be enrolled in any blocks, but must be registered or plan to attend the following fall/spring semester. During the summer employment term, FICA and social security will be withheld for students enrolled in less than 3 blocks.

Student employment is routinely monitored to insure that students are maintaining a minimum block enrollment. If enrollment drops below less than half time, students and their supervisors
will be notified by the Student Employment Coordinator and an immediate termination from student employment will take place.

Students may not be employed in a non-student position.

Students who have graduated from Colorado College may no longer continue working as a student employee; all student jobs will be terminated for all graduates based on the official list from the Registrar’s office.

No student employee is allowed to work without completing employment paperwork.

International students must obtain a Social Security number in order to work (see page 9).

**FALL/SPRING & SUMMER STUDENT EMPLOYMENT**

**Fall/Spring** employment begins on August 22. All fall/spring jobs are terminated on May 21.

**Summer** employment begins on May 22. All summer jobs are terminated on August 21.

New electronic employment referral form must be submitted for the student by the supervisor each academic year for each job. Additionally, a new referral form must also be submitted for summer employment; fall/spring referral form does not carry over to summer.

**HOURLY RATES**

2015-2016 hourly rates will be published in Summer 2015, hourly pay rates for the 2014-2015 academic year (fall/spring) are:

- Job grade I - $8.98
- Job grade II - $9.52
- Job grade III – $10.05

There is not a set pay rate for students who work during the summer; supervisors are responsible to choose the most appropriate pay rate.

The Financial Aid office can assist departments in determining the appropriate wage. A list of job grade guidelines can be requested from the Student Employment Coordinator.

**WORK HOURS**

Student employees, except international students, are allowed to work up to 40 hours per week during the academic year.

International students can only work up to 20 hours per week while school is in session. During breaks such as spring break, winter break, and summer, international students can work up to 40 hours. Please contact the Office of Minority & International Students with any questions.
Student employees cannot work more than 12 hours in one day. If possible, student employees should be allowed a paid fifteen-minute break for each four hours of continuous work. If the work period is less than four hours, breaks are not required. Break periods may not be accumulated and cannot be used to arrive at work fifteen minutes late or leave work fifteen minutes early. Students must discuss with their supervisor the appropriate times and condition of break periods.

**STUDENT EMPLOYMENT PROCESS AND ITS POLICIES**

1. **FINDING A JOB** - The College makes every effort to provide an employment opportunity, but the student is responsible for finding a job. Some, but not all, employment positions are posted and can be viewed on the Student Employment website under job listings. Supervisors are highly encouraged to contact the Student Employment Coordinator to post any job openings online to make a search for employment easier for students. In addition, students must also walk around the campus to see if any departments are hiring.

2. **RESUME & INTERVIEW** – Students are highly encouraged to submit their resumes to the prospective employer when applying for a job. Supervisors should conduct a professional interview when selecting and hiring student employees.

3. **AFTER BEING HIRED** – It is important for students and supervisors to follow the instructions below.

- **Job Description** - Supervisors are responsible for providing newly hired students with an up-to-date job description. Job descriptions define expectations for students in terms of wages and job responsibilities.

  A current job description must be also on file with the Financial Aid office. A template to assist supervisors develop the job description is available from the Student Employment Coordinator or online on the Student Employment website.

- **Employment Forms** - It is a federal requirement that employment paperwork is complete and on file before an employee can start working. Students and their supervisors must ensure the following forms are submitted to the Financial Aid office:

  a) **Employment Eligibility Verification (I-9)**

     o Completed and submitted by the student
     o Available online on the Student Employment website or in the Financial Aid office
     o Federally required document that verifies eligibility to work in the U.S. Federal law states that this form must be completed within 3 days of the student’s hire date.

  b) **Employee Withholding Allowance Certificate (W-4)**

     o Completed and submitted by the student
o Available online on the Student Employment website or in the Financial Aid office

*I-9 and W-4 forms only need to be submitted once while students are working for Colorado College. They will remain on file with the Human Resources and Payroll offices.

c) **Student Employment Job Referral Form (electronic)**

- Completed and submitted online by the **supervisor** AFTER the student submitted I-9 and W-4 forms to Financial Aid and no earlier than 5 days before the student’s first day of employment
- Available on Student Employment website
- Used to set up students for a specific hourly job
- Confirms the student’s employment and rate of pay
- A new referral form must be submitted for every job, every year, including summer.

**IMPORTANT:** Students are NOT allowed to start working until all the forms listed above are on file with the Financial Aid Office. Failure to do so causes the College to be out of compliance. It is both the students and supervisors’ responsibility to comply with the Student Employment process and its policies.

4. LOGGING WORK HOURS – Once all student employment forms have been submitted, the Student Employment Coordinator will be able to enter students in the system to start working. Once a job is created for students, a timesheet (for hourly employees only) will appear in students’ Self-Service Banner.

Students log in their hours and submit a timesheet by logging into Self Service Banner, clicking on the Employee tab, then choosing Timesheet. From the drop down menu, students select the correct pay period and enter their hours.

**Timesheets must be submitted to supervisor by the deadline given on the Payroll calendar (available online on the Student Employment website or in the Financial Aid office), but students are highly encouraged to submit timesheets on the last day of each pay period to allow supervisors enough time to review and approve hours. Failure to submit/approve timesheets on time may cause a delay in students’ pay and risk of losing job.**

Students may notice a time when timesheets are no longer available. This happens right after the pay period ends in order for the Payroll Office to process these timesheets. The timesheets will re-open eventually, but it is crucial to submit hours on time! It is not acceptable to add hours worked from a previous pay period to the current timesheet.

Supervisors are responsible for approving students’ timesheets on time. Failure to do so will result in the student not getting paid on time. **Supervisors must approve student’ timesheets according to the dates listed on the Payroll calendar.** For any help with approving students’
timesheets, feel free to contact the Student Employment Coordinator. Off-campus supervisors, please read “Off Campus Student Employment Section” on page 8.

Supervisors are required to educate their student employees about the importance of following the Payroll deadlines. Timesheets that are submitted late cause inaccurate reports in the Financial Aid and Payroll offices, as well as the department.

It is state of Colorado’s policy that the employer (Colorado College) must pay wages to its employees within ten (10) days of the end of the pay period for which the wages were earned.

5. GETTING PAID - Colorado College pays student employees on a semi-monthly basis. Checks or direct deposits go out on the 1st and 15th of each month. Students who do not submit their timesheet on time will not get paid on time and will have to wait until the next pay date.

If students are interested in receiving their earnings via direct deposit, please fill out the Direct Deposit form (found online on the Student Employment website and also available in Financial Aid and Payroll) and drop it off in the Payroll Office.

Paychecks are delivered to students’ Worner box.

STIPEND PAID STUDENT EMPLOYEES
Colorado College also hires several students who get paid a one-time stipend, instead of an hourly wage. An example of stipend employees is Resident Assistants. Students who fall into this category of non-hourly employees must only submit or have on file the Employment Eligibility Verification (I-9) and Employee Withholding Allowance Certificate (W-4) forms. Students can sign up for direct deposit or receive paychecks instead. No timesheets will be available for stipend paid student employees.

OFF CAMPUS STUDENT EMPLOYMENT
There are several off campus community service organizations who partner with Colorado College to provide employment opportunities to students who have work study as part of their financial aid package. Off campus student employment is only available during fall and spring and students must be enrolled at least half time. No work study is available during summer. Students must keep track of their earnings and must not go over their work study award, otherwise they will become unpaid volunteers. See “Financial Aid Work Study Awards” on page 4.

Off campus supervisors now have the ability to approve Colorado College students’ work hours on Self-Service Banner. Student employment “process and its policies” (pg. 6-8, steps 1-5) apply both to the off campus working students and their supervisors. Please contact the Student Employment Coordinator directly for any questions.
## SUMMARY OF ROLES & RESPONSIBILITIES

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| Student                     | • Searches for and finds a job  
• Submits resume to supervisor  
• Asks for a job description from supervisor  
• Completes required I-9 & W-4 forms and submits to Financial Aid  
• Completes and submits timesheets to supervisors                                                                                                                                                                                                                                           |
| On Campus Supervisor        | • Requests to post a job opening online via the Student Employment Coordinator  
• Submits a job description to the Student Employment Coordinator  
• Receives student’s resume  
• Interviews and selects student employee  
• Completes and submits electronic Job Referral form  
• Reviews and approves timesheets  
• Provides feedback and guidance to the student employee regarding job performance  
• Contacts Student Employment Coordinator & Human Resources regarding any need to terminate a student employee                                                                                                                                                                            |
| Off Campus Supervisor       | • Requests to post a job opening online via the Student Employment Coordinator  
• Submits a job description to the Student Employment Coordinator  
• Receives student’s resume  
• Interviews and selects student employee  
• Completes and submits electronic Job Referral form  
• Emails/signs copy of timesheet confirming student’s work hours to the Student Employment Coordinator  
• Provides feedback and guidance to the student employee regarding job performance  
• Contacts Student Employment Coordinator & Human Resources regarding any need to terminate a student employee                                                                                                                                                                           |
| Student Employment Coordinator | • Reviews and updates the Student Employment website and job listings  
• Receives and reviews job descriptions from supervisors  
• Provides student employment paperwork to students  
• Informs new hires about Student Employment  
• Sets up a student in the HRIS system as an employee based on I-9; forwards W-4 to Payroll  
• Enters student assignment and hourly rate of pay into database based on the Job Referral form  
• Approves timesheets for off-campus student employees  
• Keeps track of student earnings by reconciling semi-monthly                                                                                                                                                                                                                           |
| Payroll                     | • Inputs W-4 information  
• Extracts payroll  
• Initiates direct deposits/printing of checks  
• Helps solve timesheet and payroll issues                                                                                                                                                                                                                                                                                                          |
| Human Resources             | • Provides guidance to supervisors and students regarding performance issues and termination of employment                                                                                                                                                                                                                                                                                           |
INTERNATIONAL STUDENTS

A Social Security number is assigned to people who are authorized to work in the United States. Social Security numbers are used to report wages to the U.S. government to determine eligibility for Social Security benefits. Each international student who is interested in having a job on campus must visit the Office of Minority & International Student office for more information about how to apply for social security number. International students are limited to working only 20 hours per week while school is in session. Only during spring break, winter break, and summer are international students permitted to work up to 40 hours per week.

STUDENT EMPLOYEE CONDUCT

Student employees are required to conduct themselves in the following manner:

1. PUNCTUALITY - Student employees must be on time and must call their supervisor if unforeseen circumstances arise causing them to be late.

2. ABSENCE - Student employees are responsible for calling their supervisor, in case of absence. All attempts should be made to give as much advance notice as possible.

3. PROCESSES - Student employees should discuss office policies and procedures with their supervisor, and refrain from inviting friends into the office during work hours.

4. WORK ASSIGNMENTS - The first priority of the student employee is to gain experience that fosters a positive work ethic. If student employees do not have something to do, they should ask their supervisor for additional work or find something that needs to be done.

5. RESPECT - Proper respect must be shown to College employees, other student employees and students. It is expected that all employees will be courteous and helpful to others.

6. CONFIDENTIALITY - Work-related information is confidential and should not be discussed with others. Any information (files, student and employee information) a student may come in contact with during employment is strictly confidential. Information should not be discussed outside work under any circumstances. Any violation of confidentiality will be subject to discipline up to and including termination of employment.

7. EMERGENCY SITUATIONS IN THE WORK AREA - The student employee should first notify their immediate supervisor. If the supervisor is not available, the student should call the College security personnel at 719-389-6911.

8. CELL PHONES - Student employees are expected to refrain from cell phone usage while working.
9. DRESS CODE - Student employees are expected to report to work in attire that is appropriate for the position. This should not be confused with casual recreation attire. Student employees should check with their supervisors regarding specific departmental dress code expectations.

10. COMPUTER/INTERNET USAGE - Some student employment positions require the use of computers and the internet. Student employees should not use the workplace computers for personal reasons without permission from their supervisor.

TRAINING AND FEEDBACK
Thorough training helps prevent misunderstandings and provides supervisors an opportunity to inform students of the job objectives. When supervisors give frequent feedback on job performance, students know how they are doing and have an opportunity to ask questions and to respond to supervisor’s comments. This kind of communication makes the job more rewarding for the students and gives them a chance to learn and improve. Supervisors should not underestimate the student’s ability to handle a variety of different responsibilities and should provide new tasks when they are able to do so. An affirmation of job well done or giving corrective feedback is necessary from supervisors so that student employees are motivated to continue working hard or so they have a chance to improve when needed.

HELPFUL TIPS FOR STUDENT TO ENSURE SUCCESSFUL EMPLOYMENT
1. TASK COMPLETION - If you are assigned a project or specific responsibility to be completed, make sure if you encounter problems or have to leave, you have communicated the status of that project to the appropriate person and have made arrangements for completion. Most projects have deadlines that are set and need to be strictly followed.

2. COMMUNICATION - If you are given a task and you are unsure of what needs to be done, it is your responsibility to ask questions.

3. MISTAKES - Your student position is a great opportunity for personal growth. Don’t be discouraged if you make a mistake. Learn from it!

4. KEEP INFORMED - It is important that you know what is going on around campus and can act as a resource person and an ambassador for your department.

5. STAY BUSY - If you feel that you do not have anything to do, ask if something needs to be done.

6. CHALLENGE - Make suggestions and address concerns. If you have an idea or a new approach, speak up.

7. HELP OTHERS - As a representative of one of the College's offices, many times you will be dealing with fellow students and visitors. When you see someone who looks like they may need assistance, offer your help. You may be the first person with whom a visitor may have contact.
This means that at that time, you represent the College. The impression you make will influence the person's opinion of the department or College and you have only one opportunity to make a first impression. Keep in mind that you must respect confidentiality, remain polite and calm.

8. CONTINUING EMPLOYMENT - Employment for the next academic year is not automatic. Students will be rehired based on their performance from the previous year. Students interested in continuing employment for the next year should ask their supervisor or Financial Aid what procedures they should follow to apply for work.

9. ACADEMICS - Ask your supervisor if your department has a minimum grade point requirement. Your first priority is being a student and it is important that you pursue high academic achievement. You must balance your student job and your academic work so that you can be successful in both. Plan ahead so that you can meet commitments within your department. Review specific needs with your supervisor.

BENEFITS
As a student employee, you are not eligible to receive any benefits such as sick leave, holiday pay, vacations or retirement plans. Student employees are eligible for worker's compensation under provisions of Colorado law. Worker's compensation covers expenses for medical care and certain benefits for loss of pay resulting from injuries or disabilities incurred on the job. Supervisors should be contacted immediately in the event of an on-the-job injury.

TERMINATING JOB DURING THE ACADEMIC YEAR
Students who elect to stop working at their current position for any reason, must give their supervisor at least an one week notice. Supervisors must then inform the Student Employment Coordinator so the job can be terminated in the system, which will prevent any more timesheets from showing up in Self Service Banner. The Financial Aid Office holds no responsibility for finding another job for students who voluntarily resign from their position.

WARNINGS AND TERMINATION
Absence from work or unsatisfactory performance is a serious concern. Legitimate reasons for absences do occur, but students are responsible for communicating with the supervisor in advance. Supervisors must provide student employees with feedback regarding their performance and provide opportunities to address performance concerns. Supervisors can contact Human Resources for guidance on addressing performance concerns and must communicate with Human Resources before terminating a student employee.

Any student terminated from a position may not be eligible for on-campus employment for the duration of the academic year. The Associate Director of Financial Aid reviews cases on an individual basis. Any student employee who feels unfairly treated may appeal to the Associate Director of Financial Aid.
STUDENT EMPLOYEE RESPONSIBILITY
Colorado College is dedicated to making student employment a positive learning experience. In the course of this, as in any workplace, confusion sometimes arises and we provide avenues for clarification. Students employed by Colorado College are responsible for understanding and adhering to all the guidelines in the Student Employee Handbook. If students feel they are being asked to do something in violation of the handbook, it is their responsibility to bring this to the attention of their supervisor. If the supervisor is not available or the student is uncomfortable approaching the supervisor, they may also contact the Student Employment Coordinator or Human Resources for guidance. In no case should an employee act in violation of the guidelines in the Student Employee Handbook.

CONTACT INFORMATION

Financial Aid Office
Phone: (719) 389-6651

Payroll
Phone: (719) 389-6420

Office of Minority & International Students
Phone: (719) 389-6897

Human Resources
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