

# UNC

UNIVERSITY OF NORTHERN COLORADO

## STUDENT EMPLOYER HANDBOOK



# **Order of Topics**

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## **PROGRAM OVERVIEW**

This handbook is intended for use by employers participating in the Work-Study Program. Work-Study is a form of financial aid through which students earn an hourly wage for employment with approved, on-campus or off-campus employers. To be an approved off-campus employer, the employer's work must be related to community service and improving area residents' quality of life. Student wages are paid by the federal government and the employer through the University of Northern Colorado payroll.

This manual is designed to help you incorporate University of Northern Colorado students as a resource into your organization.

### **Work-Study**

Work-Study (WS) was established by Congress as part of the Economic Opportunity Act of 1964. Its purposes are to promote part-time employment for students with financial need, help students meet their educational costs, provide relevant work experience, and build relationships within the on-campus and off-campus communities. Work-Study gives employers an incentive to participate by paying a percentage of at least 20% of the students' earnings. Under the program, an employer pays the following percentage dependent on the type of Work-Study the student received in their financial aid award letter. For example:

	<b><u>% Paid by Financial Aid</u></b>	<b><u>% Paid by Employer</u></b>
State Work-Study	80%	20%
Federal Work-Study	75%	25%

Work-study positions can be in the community with eligible non-profit or government agencies. Including both the employer contribution and the work-study subsidy, students participating in the work-study program should receive the same total pay as students (or non-students) working in hourly capacities. Students who work off-campus are typically awarded Federal Work-Study.

### **Benefits of Being a Work-Study Employer**

- Affordable opportunity to hire University of Northern Colorado students. WS employers are responsible for paying only a percentage of a student's gross work-study wages. For example, if a student works 10 hours/week at \$10.00/hour and is paid every two weeks, the student earns a gross of \$200 every two weeks. However, the WS employer is responsible for paying only 20% or 25% of the student's gross earned wages.
- Creates meaningful learning opportunities for students.
- Increases visibility of your organization.
- Opportunity to mentor our next generation of young professionals.
- Provides new perspectives on your organization's work.
- Fosters a connection between students and the community.
- Creates the potential for future full-time employees.

The optimum goal of Work-Study is to meet your staffing needs while providing students with opportunities that include both satisfactory pay and educational experiences without displacing or replacing employees in existing staff positions.

## **ELIGIBILITY REQUIREMENTS**

### **Employer Eligibility**

An off-campus agency is eligible to employ students with work-study awards if it:

1. is a non-profit or government agency,
2. is engaged in community enhancing work, and
3. completes a contract with the University of Northern Colorado Office of Student Employment.

To be considered for eligibility as a Work-Study employer, you will be asked to provide the following:

1. Work-Study Job Description
2. Statement of non-profit status and mission statement

Upon receipt, the documents will be reviewed for eligibility determination. If deemed eligible, the Student Employment Office will set up a meeting with the organization in which both parties will sign a Federal Off-Campus Work-Study Terms of Agreement.

### **Employer Cost**

A billing invoice will be sent monthly to off-campus employers with student wages. Off-campus employers are required to send payment to the specified address on the bill.

As noted throughout this manual, employers are responsible for 100% of a student's earnings for any hours worked in violation of the following federally-mandated restrictions on the use of Work-Study funds:

- Students' wages cannot exceed the student's maximum allowable earnings (i.e., their total work-study amount). It is recommended that students not work more than 40 hours per week.
- In the event that a student exceeds 40 hours of work in a week, or 12 hours in a day that student will be paid overtime. Students being paid through University of Northern Colorado for more than one position (work-study or student hourly) will account for hours from all positions (i.e. even if a student only works 20 hours at one position, if s/he works more than 20 hours at another position, they will be paid overtime).
- Students may not begin working until all hiring paperwork is complete
- Students may not work after their work-study eligibility period has come to an end; those dates are always specified on the student's work-study authorization form.

## **Student Eligibility**

1. *U.S. Citizen or Permanent Resident:* Work-Study is a federally sponsored program; therefore, students must be United States citizens or permanent residents to participate in work-study.
2. *Financial Need:* Student work-study awards are based on financial need. Accordingly, interested students must complete a Free Application for Federal Student Aid (FAFSA). If a student has additional questions, they can contact the Student Employment Office
3. *Available Work-Study funds:* Work-Study eligible students will receive a work-study award for the eligibility period. Please see the "Work-Study Eligibility Periods" section below. A student may only work until his or her work-study award is exhausted. For example, if a student receives a \$1,500 work-study award for the academic year and his or her wage is \$10 per hour, the student may only work 150 hours ( $\$1,500 \div \$10 = 150$  hours).

## **Work-Study Eligibility Periods**

**Academic Year:** Students receive a work-study award for the Fall/Spring semester (August-May) of a given academic year. This award can only be earned during the academic year it is awarded. Money not earned by the end of Spring semester cannot be used for any other semester or academic year.

*Work-study awards are for the full academic year.* A student does not have to distribute the award evenly between the two semesters. For instance, if a student qualifies for \$2,500 in work-study, the award on his/her account will appear as \$1,250 Fall and \$1,250 Spring. However, a student can earn more than \$1,250 in the Fall. Consequently, if the student only earns \$1,000 in the Fall, he/she can earn \$1,500 in the Spring. The student simply cannot earn more than \$2,500 in the academic year.

*Semester Breaks:* Students may continue working in their current Work-Study position during semester breaks (e.g., Winter Break, Spring Break) so long as the student has not exceeded his or her WS award limit and the employer wants them to work.

*Work-Study Allocation:* Please ensure that your student has enough WS money to work during semester breaks. If a student works too much, he or she risks exhausting a work-study award too quickly and not having enough allocated to stay employed through the remainder of the school year.

**Summer:** Summer Work-Study is not offered at the University of Northern Colorado. Students interested in employment during the summer may look for hourly (non-work-study) positions.

## **RECRUITING AND HIRING**

### **Developing the Position**

Your job description should include:

- 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 hours employee is expected to work and particular days/hours, if any
- Pay rate/pay scale.
- Any other specifics important to the position

### **Recruiting and Interviewing University of Northern Colorado Students**

#### **Bears Career Connection**

A common way to advertise your position to UNC students year-round is through the Bears Career Connection. It is administered by Career Services and may be accessed through their website

<http://www.unco.edu/careers/>

You may also contact the Career Services office.

University Center, 2nd floor, 2045 10th Ave, Greeley, CO 80639  
Mailing Address: 501 20th St., Campus Box 58, Greeley, CO 80639  
Phone: 970-351-2127  
E-mail: [Career.Services@unco.edu](mailto:Career.Services@unco.edu)  
Fax: 970-351-1182

#### **Recruiting Programs**

You may also wish to attend the Fall Job Fair hosted the Office of Student Employment. Employers from on-campus and off-campus agencies attend the Job Fair. They have the ability to take applications, occasionally conduct interviews, and may even hire students the same day.

Student Employment and Career Services are also at the Job Fair to provide the required paperwork for hiring work-study students and to help with any questions.

## **Hiring Checklist for On-Campus Work-Study Employers:**

- ✓ **Verify that your student employee has work study.**
  - ✓ This can be verified by the work-study authorization or the student award letter.
  - ✓ If a student did not receive work study, they will need to e-mail a request to Adrina Pawlak at [Adrina.Pawlak@unco.edu](mailto:Adrina.Pawlak@unco.edu). If it is a continuing student, both the employer and student will need to email to confirm that the student has been offered a position.
  - ✓ Students requesting work-study after August 1st will be added to a waitlist.
- ✓ **Use the work authorization to create an Electronic Personnel Approval Form (EPAF).**
  - ✓ The form is available on the payroll website at <http://www.unco.edu/payroll/forms.html>.
  - ✓ Training is available through CETL at [http://www.unco.edu/cetl/banner\\_ursa/index.html](http://www.unco.edu/cetl/banner_ursa/index.html) and procedures are available at <http://www.unco.edu/payroll/procedures.html>.
  - ✓ Work study work authorizations need to be kept by the hiring office for 2 years.
- ✓ **Complete the I-9, W-4, and Direct Deposit Authorization for new students.**
  - ✓ These forms are available on the payroll website at <http://www.unco.edu/payroll/forms.html>.
  - ✓ After they are completed, all forms need to be forwarded to Human Resources. (HR).
- ✓ **Wait for approval of the position before the student can begin working.**
  - ✓ Once the work study EPAF has been submitted for approval, the Student Employment Office will verify that each work study student's financial aid requirements are satisfied.
  - ✓ If a student is not eligible, a comment will be added to the EPAF and returned to the originator for correction. It is up to the originator to then check their queue for returned work-study EPAF's and notify their student employee.

### **Hiring Checklist for Off-Campus Work-Study Employers:**

All off-campus employers will be expected to sign a contract with the University of Northern Colorado each academic year. Included in this contract will be reminders and updates on the hiring procedures found in this manual.

Students **MUST NOT** begin working before they have completed and submitted all of the required paperwork. Any hours worked before submitting all documents will be paid in full by the employer.

- ✓ **Verify that your student employee has work study.**
  - ✓ This can be verified by the work-study authorization or the student award letter.
  
  - ✓ If a student did not receive work study, they will need to e-mail a request to Adrina Pawlak at [Adrina.Pawlak@unco.edu](mailto:Adrina.Pawlak@unco.edu). If it is a continuing student, both the employer and student will need to email to confirm that the student has been offered a position.
  
  - ✓ Students requesting work-study after August 1st will be added to a waitlist.
  
- ✓ **Complete employer portion on Work-Study Work Authorization.**
  - ✓ Students will provide off-campus employers with Work Authorizations
  
  - ✓ Employers will write in the Department Name and the employee's hourly rate.
  
- ✓ **The Student Employment Office will complete the I-9, W-4, and Direct Deposit Authorization for new students.**
  - ✓ After they are completed, all forms will be forwarded to Human Resources. (HR).
  
- ✓ **Wait for approval of the position before the student can begin working.**
  - ✓ Once the work-study Work Authorization has been submitted for approval, the Student Employment Office will verify that each work-study student's financial aid requirements are satisfied.
  
  - ✓ If a student is not eligible, off-campus employers will be contacted by the Student Employment Office.

## **COMPENSATION, HOURS, AND BENEFITS**

### **Pay Rate**

The amount that work-study student employees are paid varies depending on the position and individual employers. Although there is no standard rate of pay, the scale UNC uses is between \$8.23 (minimum wage) through \$15.00 per hour.

The Federal regulations mandating work-study employee wages are as follows:

1. Work-study students must be paid at least minimum wage.
2. Work-study students must be paid the same amount the employer would pay any other type of employee in a similar position. Wages should not be based on receipt of work-study.
3. Work-study students must be placed in a job that is budgeted as temporary or casual hourly; students must not displace or replace an employee in an existing regular staff position.

### **Hours**

The number of hours a student may work depends on the student's work-study award amount, the organization's needs and budget, and the student's availability. Below are guidelines regarding the hours students may work:

1. Work schedules must not conflict with class schedules. Work-study supports part-time employment for students.
2. It is recommended that students work no more than 8 hours per day or 40 hours per week. Any hours above 40 must be paid overtime by the employer.
3. Students may work during school breaks, and between Fall and Spring semesters if they are returning to UNC immediately afterward. Summer work-study is not offered at UNC.
4. Institutional and federal regulations do not allow for payment of vacation, holiday or other benefits utilizing work-study funds.
5. Students may not earn in excess of their work-study award limit unless the employer agrees to hire the student onto the department's payroll and expects to be responsible for paying 100% of the student's wages beyond his/her work-study award limit.
6. If a student holds more than one work-study position (or a work-study position and an hourly position on campus), it is recommended he/she not work more than 40 hours per week (20 hours per week at each position combined). Any work hours exceeding 40 must be paid overtime.

\*At the time the student is employed and at each semester change, the employer should request a copy of the student's class schedule in order to establish the student's work schedule with the employer.

### **Timesheets**

Work-Study students will complete an electronic timesheet using UNC's student portal URSA. They will log into URSA to record their hours for each day. At the end of the pay period, students will submit their hours to their supervisors so they can be approved. An employer may request a paper timesheet along with the electronic one required by UNC.

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. Please refer to the Payroll calendar sent to employers monthly for these dates. You can retrieve the entire year of calendars from the payroll web page [www.unco.edu/payroll](http://www.unco.edu/payroll)



## **TRAINING AND SUPERVISING**

### **Supervisor Requirements**

It is important to provide student employees with the necessary training and supervision. Please remember: ***All work-study student employees must be properly supervised by a permanent, on-site staff that and work-study student employees may not work from home.***

### **Work-Study Students as Employees**

Although work-study contains guidelines established by the Federal Government, it is important that employers realize that work-study students are their employees. This means that student employees are subject to the same rules and responsibilities as any other employee within that agency. Employers have the right to discipline or dismiss any work-study employee according to the rules set by that organization. For this reason, employees must be informed of their responsibilities to their employers.

### **New Employees**

An informal orientation will help your student employee adjust to the department and the job. We recommend that supervisors set aside time to orient the student to the department on his/her first day of work.

When discussing supervision, it is important to provide answers to the following questions:

- Who is the student's supervisor and what does he or she do?
- Who is the "alternate" supervisor and what does he or she do?
- To whom should the student direct problems or questions?
- Who should the student contact 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 the supervisor and other staff (e.g., email, phone)?
- When/how will the student be evaluated?
- What is the procedure for supervisor/student employee meetings? How often should the student check in (e.g., daily, weekly)?

### **Training & Feedback**

While it is often difficult to find time away from your own work to spend training new employees, it is important. Give student employees responsibility for projects, with clearly defined goals and offer constant informal feedback in addition to periodic performance evaluations. Student employees need to know that they are on the right track and are performing up to your standards. They also need to know the areas that need improvement.

### **Progressive Disciplinary Guidelines/Terminations**

Determining disciplinary action is the sole responsibility of the department or agency. Below are ***recommended*** procedures for disciplining student employees.

#### ***Step I: Verbal Counseling***

- Clearly specify the reason for the verbal counseling.
- Keep a record of the time and date of the counseling, reason for the counseling, and date of the incident.

### *Step II: Written Warning*

- Student must be given a written form of the complaint or problem that has caused the need for disciplinary action. Include subsequent steps should the student need discipline a third time (i.e., termination).
- Both supervisor and student sign the document.
- Keep a signed copy of the written warning for your records and provide a copy to student.

### *Step III: Termination (if this is the determined next step after Step II)*

- Inform student of reason(s) for termination.
- On-campus employers must submit a termination EPAF.
- Off-campus employers must complete a Student Employment Action Form and turn it in to the Student Employment Office

## **OTHER APPLICABLE POLICIES**

Please contact the Office of Student Employment any time if we can assist you in resolving a problem with a student employee.

### **Equal Opportunity & Affirmative Action Policy**

The University of Northern Colorado prohibits discrimination based on arbitrary considerations of such characteristics as race, color, religion, gender, age, national origin, disability, or veteran status. Veteran Status and people with disabilities are encouraged to apply. Students are encouraged to report policies and procedures with discriminatory effects on protected classes including the disabled, minorities, women, and Vietnam-era veterans.

### **Voluntary Services Policy**

The Fair Labor Standards Act of 1938, as amended, prohibits an employer from accepting voluntary services from any paid employee. Any student employed must be paid for all hours worked, even those in excess of forty hours a week. Any student on Federal Work-Study who works more than forty hours per week must be paid overtime. After the work-study relationship terminates, a student may volunteer his or her time without payment.

### **Americans with Disabilities Act (ADA)**

The Americans with Disabilities Act, Title I, under the Civil Rights Act of 1964 requires employers to provide “reasonable accommodations” to the known physical or mental limitations of an otherwise qualified applicant or employee who has a permanent disability. Reasonable accommodation is a modification or adjustment to a job, an employment practice, or the work environment that makes it possible for a person with a disability to enjoy an equal opportunity to successfully achieve acceptable job performance. This requirement applies to all aspects of employment, is ongoing, and may arise any time that a person’s disability or job changes.

### **Harassment**

The University of Northern Colorado does not tolerate unlawful harassment of students or employees. Any form of harassment related to an individual’s race, color, national origin, ancestry, sex, gender, religion, creed, age, mental, or physical disability, veteran status, medical condition (including pregnancy, childbirth, and related medical conditions), marital status, registered domestic partner status, citizenship, sexual orientation, gender orientation, gender identification, or genetic characteristics, is a violation of this policy; this policy also prohibits unlawful harassment based on association with a person who has or is perceived as having any of these characteristics. UNC will investigate every complaint, respond, and take corrective action, including discipline if appropriate.

For these purposes the term “harassment” includes slurs and any other offensive remarks, jokes, other verbal, graphic, or physical conduct. In addition to the above listed conduct, “sexual harassment” can also include the following examples of unacceptable behavior:

- Offering or demanding an employment benefit (such as a raise or promotion or assistance with one’s career) in exchange for sexual favors, or threatening an employment detriment (such as termination, demotion, or disciplinary action) for an employee’s failure to engage in sexual activity.
- Visual conduct, such as leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, or posters.
- Verbal sexual advances, propositions or requests to include unwanted verbal abuse of a sexual nature, graphic verbal commentaries about an individual, suggestive or obscene letters, notes, or invitations.
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race, or any other protected basis.
- Hostile work environment – an employer maintains an overly sexual work environment.

### **Student Employee Benefits**

In general, students employed on a casual basis, i.e., not permanent employment, do not receive the same benefits as permanent university employees. However, there are exceptions to this policy. The following is more specific information about student employment benefits.

### **Overtime Pay**

Student Employees will be paid one and one-half times their regular hourly rate for all hours worked over 40 hours in one 1 week. A work week is defined as beginning on Sunday at 12:01 a.m. and ending on Saturday at midnight. It is the responsibility of the supervisor to ensure that a student employee does not work overtime unless that employee receives pay as provided above for such overtime. It is recommended, however, that a student not work more than 40 hours per week especially if the student is enrolled full time (12 credits or more) at UNC.

### **Worker’s Compensation**

Students employed through the work-study program are covered by worker's compensation insurance through the University of Northern Colorado. Student employees are considered UNC employees whether they work on-campus or off-campus.

### **Vacation Days**

Students earning work-study compensation are not eligible for paid vacation. Students, however, ordinarily receive non-paid vacation leave during the vacation break periods as specified in the academic calendar, unless determined otherwise by the student and his employer.

### **Sick Days**

Students are not eligible to accumulate sick leave benefits. Students can only be paid for the hours they work; however, they may make up the hours they miss due to illness if the employer and student agree.

### **Break Periods**

Students may not work more than 5 hours in one day without taking a 30-minute break or 8 hours in one day without taking a one hour lunch break. Students are not paid for their lunch breaks.

### **Jury Duty**

Students are not eligible to receive work-study compensation during jury duty services.

## **BILLING POLICIES**

Invoices are sent monthly to each agency. Payment is due upon receipt.

- Late fees may be charged if bill becomes delinquent after 30 days.
- % charged may be slightly higher than 20% or 25% due to Accounting processes.

## **QUESTIONS OR CONCERNS**

We hope you have found this handbook to be useful in your role as a supervisor of student employees. If you have questions that were not answered in this handbook or would like additional clarification about the Work-Study Program, please do not hesitate to contact us.

Thank you for employing University of Northern Colorado students

University of Northern Colorado Office of Student Employment

Carter Hall 1005, Campus Box 33

Greeley, CO 80639

(970) 351-2628

<http://www.unco.edu/ofa/employment/index.asp>