

UNC

UNIVERSITY OF NORTHERN COLORADO

STUDENT EMPLOYEE HANDBOOK



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Introduction

Student employment is an integral part of the University of Northern Colorado community benefitting both the students and the University. Almost every academic department and administrative office employs students in some capacity. Students may also work at various off-campus locations. Off-campus employers provide a great service to the local community.

Along with the many positive aspects of being a student employee, there can be challenges and concerns that require attention. Studies have shown that balancing part-time employment while pursuing a college education can actually foster quality time management skills, enabling the student to achieve more academically. Part-time employment can also assist students in developing valuable work skills and habits, money management practices and leadership qualities that will prove beneficial in a student's career search. Ultimately, being a student employee can be a rewarding lifetime experience.

Definition of a Student Employee

A student employee is a student who is enrolled in classes at the University of Northern Colorado and is either: (a) awarded government 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. Their employment is interim or temporary and is contingent upon satisfactory performance in the pursuit of their academic degree.

Work-study employment terminates upon the end of the academic year. Students completely withdrawing or graduating from UNC will also be terminated. These individuals are eligible for hire through the Office of Human Resources (HR) and may apply for open staff positions.

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) and answer yes to the question "are you interested in Work Study?". If a student has additional questions, they may contact the Office of Student Employment.
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. Any 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. Summer, however, is not considered a semester break.

Work-Study Allocation: Students need to ensure that they have enough WS money to work during semester breaks. If a student works too much, he/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 positions.

Checklist for On-Campus Work-Study Employees:

- ✓ **Verify that you have work-study**
 - ✓ This can be verified by accessing your financial aid award letter on URSA.
 - ✓ If you did not receive work study, you will need to e-mail a request to Adrina Pawlak at Adrina.Pawlak@unco.edu. If you are a continuing student, both your employer and you will need to email to confirm that you have been offered a position.
 - ✓ Students requesting work-study after August 1st will be added to a waitlist.
- ✓ **Work-study Work-Authorizations**
 - ✓ This form will be emailed through BearMail to all students who have accepted their work-study
 - ✓ Provide your employer with your Work-Authorization
- ✓ **If you have not had a job at UNC before, complete the I-9, W-4, and Direct Deposit Authorization with your employer**
 - ✓ These forms are also available on the payroll website at <http://www.unco.edu/payroll/forms.html>.
- ✓ **Wait for approval from your employer to begin working**
 - ✓ The Student Employment Office will verify that each work study student's financial aid requirements are satisfied
 - ✓ If you are not eligible, your employer will let you know you have financial aid requirements not yet satisfied

Checklist for Off-Campus Work-Study Employees:

You MUST NOT begin working before they have completed and submitted all of the required paperwork.

- ✓ **Verify that you have work-study**
 - ✓ This can be verified by accessing your financial aid award letter on URSA.
 - ✓ If you did not receive work study, you will need to e-mail a request to Adrina Pawlak at Adrina.Pawlak@unco.edu. If you are a continuing student, both your employer and you will need to email to confirm that you have been offered a position.
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 - ✓ These forms are also available on the payroll website at <http://www.unco.edu/payroll/forms.html>.
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 - ✓ The Student Employment Office will verify that each work study student's financial aid requirements are satisfied
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COMPENSATION, HOURS & 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.

Pay Rate

The amount a work-study student employee is 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.

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 and 20 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, but hourly employment is available during the summer.
4. Institutional and federal regulations do not allow for payment of vacation or holiday pay 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 into 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 by the employer who goes over the 40 hour cap.

**At the time the student is employed and at each semester change, the student should provide a copy of his/her class schedule in order to establish a work schedule with the employer.*

Timesheets

Work-Study students will complete an electronic timesheet using UNC's student portal URSA. Hours must be recorded for each day of work. At the end of the pay period, students will submit their hours to their supervisors to 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. You can retrieve the entire year of calendars with paydays and timesheet deadlines from the payroll web page www.unco.edu/payroll

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 that a student not work more than 40 hours per week, especially if the student is enrolled (12 credits or more) at UNC.

Monitoring Earnings

The student employee and work-study employer are responsible for monitoring earnings to ensure the student’s earnings do not exceed his/her work-study award limit. If a student earns wages beyond his/her work-study award limit, the work-study employer will be responsible for 100% of the student’s over earned wages. To find out how much a student has earned, and how much work-study is left, he/she may contact the Student Employment Office. Work-study employees also have the ability to check their work-study balance on URSA under the ‘Financial’ tab (see below):

Student Work Study Balance

2013-2014 Academic Year

STATE UG WORKSTUDY

Student Employment(Student Wages Work Study)

Total Authorized Available:

\$2,000.00

Total Stipend Available:

\$.00

Total Work Study Earned:

\$922.00

Remaining Work Study Balance:

\$1,078.00

Remaining Percentage of Work:

53.90

Total Hours Remaining to Work:

134.8

as of May 15, 2014

Choose Another Year

Go

Award Package

Directory

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 with a contracted off-campus employer.

Vacation Days

Students earning work-study compensation are not eligible for paid vacation. Students 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/her 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 hours missed due to illness if the employer and student agree.

Breaks

Students may not work more than five hours in one day without taking a 30-minute break or eight 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.

TRAINING AND SUPERVISING

Supervisor Requirements

Once you have been hired, it is important to receive the proper training. Please remember: ***All work-study student employees must be properly supervised by permanent, on-site staff 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 for students to realize they are employees. This means they are subject to the same rules and responsibilities as any other employee within the University setting. Your employers have the right to discipline or dismiss any work-study employee according to the rules they set. For this reason, you should be informed of your responsibilities to your employers.

New Employees

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

When discussing a job and the responsibilities it entails, it is important to ask the following questions:

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

Feedback

While it is often difficult for employers to find time away from their own work to train new employees, it is important. Student employees should ask for constant informal feedback in addition to periodic performance evaluations. Student employees need to know they are on the right track and are performing up to their employer's standards. They also need to know areas needing improvement.

Dress Code

Each department will determine a student employee dress code based on the student's duties. Some areas may require you to dress more formally than others; e.g. a student working in a receptionist position would dress differently than a grounds-keeping employee.

In all positions, students are expected to dress appropriately and in good taste. Please remember, you are a representative of the University and will often cross paths with the public in the course of his/her duties. Some of these individuals may be potential future employers. You should always strive to project the best image possible for yourself and your school.

EMPLOYMENT PRACTICES & POLICIES

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 students and students with disabilities are encouraged to apply to campus jobs. Students feeling they have been discriminated against are encouraged to report the incident(s) to Human Resources.

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 40 hours a week. Any student receiving Work-Study, who works more than forty hours per week, must be paid overtime. After a 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 a person’s ability or job changes.

Worker’s Compensation Insurance

The Workers Compensation Act of Colorado exists to ensure the quick and efficient delivery of disability and medical benefits to injured workers at a reasonable cost to employers.

Workers Compensation Insurance covers work-related injuries and disease. Benefits include medical, wage loss, and death benefits.

When workers are injured on the job, it must be reported to the supervisor and to Human Resources within four working days of the occurrence. The employee must complete a ‘First Report of Injury’ form at the Human Resources Office. If the injury is life or limb threatening, the employee should seek immediate medical attention at the nearest emergency room. Otherwise a Human Resources representative will schedule an appointment for the employee with UNC's designated medical provider.

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 accepting 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.

Romantic Relations Between Employees and Students

The proper relationship between employees and students or subordinates must not be jeopardized by possible doubt of intent or of fairness in professional judgment, or by the appearance to others of favoritism. Romantic relationships between supervisors and subordinates are prohibited.

Sexual Misconduct/Title IX

Sexual misconduct (including sexual harassment and sexual assault) is not simply inappropriate behavior; it is against the law. Students who engage in sexual misconduct against other students violate Title IX of the 1972 Education Amendments, which protects against sex discrimination in the educational setting. The University of Northern Colorado prohibits, and will not tolerate sexual misconduct or discrimination violating federal or state law, or the University's anti-discrimination policy and grievance procedure. For more information about these provisions or about issues of equity or fairness, or claims of discrimination, contact the Title IX Coordinator, Dr. Katrina Rodriguez, Assistant Vice President for Student Engagement and Dean of Students, Campus Box 81, University Center Room 3060, Greeley, CO 80639.

Drug & Alcohol Policy

In compliance with the Drug-Free Workplace Act of 1988, 34 CFR Part 85, the University of Northern Colorado prohibits the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance.

Termination Policy

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 multiple times (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.
- Complete the required steps for termination

Resignations

A student employee who wishes to resign must give their employer notice in advance of their last day of employment. It is customary to give an employer two weeks notice.

Nepotism

The appointment of multiple members of a family to University student employee positions or student employees working for staff members to whom they are related is permitted so long as one family member is not in a direct supervisory position over the other. The HR Director shall make any decisions involving possible direct benefit or detriment to the student employee.

Absences

A student employee must notify his or her supervisor in advance if he/she is not going to work their regularly scheduled work hours. In case of illness, the supervisor should be notified as soon as reasonably possible, before the start of the scheduled shift.

Supervisors recognize that academics should be a top priority for students, and the time required to study will be taken into consideration when student employee schedules are created.

Excessive absences, tardiness, leaving work early, long breaks or absence without duly notifying the appropriate supervisor is just cause for disciplinary action. (See also Termination Policy)

Confidentiality

Student employees shall maintain confidentiality regarding workplace issues. The release or sharing of information revealed in the workplace is prohibited. The removal of files or other materials from the workplace is prohibited. Any breach in confidentiality is grounds for immediate termination.

The student employee may sign a Confidentiality Agreement upon securing on-campus employment. The original copy shall be retained in the student's file in the office of his/her employer.

Family Educational Records and Privacy Act of 1974 (FERPA)

As a student employee at the University of Northern Colorado, your job may allow you 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 is protected under the Family Educational Records and Privacy Act of 1974 (FERPA). This information may be in any format including written or electronic materials or personal conversations.

As a student employee, you have the same responsibility of protecting student information as any faculty/staff would have. It is important that you understand FERPA and adhere to the regulations. You may begin by viewing the FERPA for Student Worker PowerPoint at <http://www.unco.edu/regrec/FacultyStaff/FERPA.html#StudentWorkerPP>

You will also be required to complete the 'Student Worker - Statement of FERPA Understanding' and this form will be kept on file in the office where you work.

The key aspect of FERPA that is important for student employees to understand and remember is that FERPA prohibits the release of information from a student's education record to anyone other than the student without a student's written permission.

There are two main exceptions to this rule:

Legitimate Educational Interest - FERPA does allow the release of personally identifiable information from a student's education record to school officials with a legitimate educational interest.

- A school official has a legitimate educational interest in information contained in a student's education records if the information is necessary for that official to perform a task within the scope of his/her responsibilities that relates to the student or to the management and administration of education at the University of Northern Colorado. The information is to be used within the context of official University business and not for purposes extraneous to the official's areas of responsibility or to the University.
- Legitimate educational interests would include teaching, research, public service, and such directly supportive activities as academic advising, general counseling, therapeutic counseling, discipline, vocational counseling and job placement, financial assistance and advisement, medical services, safety, raising endowment in support of student scholarships, and academic programs and academic assistance activities.
- Simply the fact that you are a university employee does not constitute legitimate educational interest. Your need to know must be related to your job responsibilities in support of the university's educational mission. In other words, curiosity is not a legitimate educational interest. Just because you have access and are able to view the record of another person, it does not mean that you have a legitimate educational interest in their grades, GPA, class schedule or any other FERPA protected information.

Directory Information - FERPA does allow the University to disclose "directory information" without a student's permission unless the student has contacted the Office of the Registrar to request that their information remain confidential. Directory information is information that is generally considered not to be harmful or a violation of privacy if disclosed.

◆ At UNC, Directory information is identified as:

- Student name
- Student address and phone number (including local mailing and permanent addresses)
- Email address
- Date of birth
- Dates of attendance
- Full or part-time enrollment
- Student classification
- Major field of study
- Degrees pursued or being pursued
- Degree conferred and dates
- Honors, awards and publications
- Most recently attended educational institution
- Participation in officially recognized sports and activities, past and present
- Physical factors of athletes

The best practice for a student employee is to never discuss information learned through a work assignment with anyone, or to disclose any information unless you have permission from your supervisor to do so.

Disclosure of personally identifiable information is not only unprofessional and unethical, but it violates UNC's policy and federal law. Disclosure could result in termination of employment with the University, loss of federal funding for UNC and criminal and civil penalties.

Several other laws, such as HIPAA, govern the release of information for campus offices such as the Student Health Center and University Counseling Services. Be sure that you understand the requirements and standards for confidentiality for the office in which you work before you begin work.

For more information on ways to keep UNC data protected, please visit:

<http://www.unco.edu/cybersecurity/faculty/basics.html>

<http://www.unco.edu/cybersecurity/faculty/sensitive.html>

International Students

International Students are allowed to work a maximum of 20 hours per week. For more information, students may contact

Center for International Education

501 20th Street

Campus Box 52

Greeley, CO 80639

Phone: +1(970) 351-2396

Fax: +1(970) 351-1947

General E-mail: cie@unco.edu

Study Abroad: study.abroad@unco.edu

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

Go bears!

University of Northern Colorado
Office of Student Employment
Carter Hall 1005, Campus Box 33
Greeley, CO 80639

(970) 351-2628

www.unco.edu/ofa/employment/index.asp