



COLORADO STATE UNIVERSITY
PUEBLO

**Policies and Procedures for
Supervisors of Student
Employees**

EFFECTIVE: October 1, 2020

IMPORTANT

COLORADO STATE UNIVERSITY PUEBLO (CSU PUEBLO) HAS THE RIGHT TO CHANGE THE POLICIES AND PROCEDURES CONTAINED IN THIS HANDBOOK AT ANY TIME IN ITS SOLE DISCRETION, SUBJECT ONLY TO ANY REQUIREMENTS OF APPLICABLE LAW.

THE RULES CONTAINED IN THIS HANDBOOK ARE CURRENT AS OF **October 1, 2020** AND SUPERSEDE ALL PRIOR VERSIONS OF THIS HANDBOOK AND ALL RULES, POLICIES AND PROCEDURES DEALING WITH SIMILAR SUBJECT MATTER, EXCEPT AS OTHERWISE EXPRESSLY STATED IN THIS HANDBOOK.

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DEFINITIONS

1. **Applicable Law(s).** A federal, state or local law, rule, ordinance, code, or regulation that applies in any manner whatsoever to CSU Pueblo or its Board of Governors, managers, supervisors, or employees.
2. **“At-Will” Employment.** The employment relationship in which either the employee or the employer may terminate the employment without prior notice at any time for any or no reason, although the termination cannot be for a reason that is contrary to applicable Federal, State, or local law.
3. **Audio-Video Device(s).** Any handheld camera or camcorder, cell phone camera or video camera; tape or digital recorder, web cam, or any other device capable of recording sounds or images.
4. **Cell Phone(s).** Cellular telephones, Blackberries, iPhones, or any other portable electronic device by which telephone calls, emails, text messages, or other forms of data manipulation may be sent and/or received.
5. **Communications Systems.** All communications and messaging systems owned, leased, or otherwise used by CSU Pueblo in the conduct of its business, including but not limited to: personal desktop and laptop computers, servers, telephones, cell phones, handheld electronic devices, pagers, facsimiles, voicemail, email, radios, Dictaphones, electronic storage devices, internet, and intranet.
6. **Computer Resource Application (CRA).** An electronic form submitted to the IT Department requesting a change in access to CSU Pueblo’s technology systems. Standard CRAs for new employees grant internet access, e-mail, Microsoft Office, and access to network drives.
7. **Electronic Data and Information.** All data and information that is created, stored, sent, or received on CSU Pueblo’s communications systems, including but not limited to: electronic transmissions, documents, spreadsheets, presentations, photographs, videos, charts, graphs, photocopies, text, temporary files, audio files, and all other types of electronic data and information.
8. **Day.** Unless otherwise expressly stated in this Handbook, a day constitutes eight hours.
9. **Employee.** Any individual employed by CSU Pueblo on a temporary, part-time, or full-time basis. The term does not include an independent contractor or individual performing services through a separate entity as a "temp to hire."
10. **FLSA.** The Fair Labor Standards Act, 29 U.S.C. §201 *et seq.*, and the federal regulations interpreting and implementing the FLSA, 29 C.F.R., Part 500, *et seq.*
11. **Foreign National.** Any person who is not a US citizen, an alien who is a “Lawful Permanent Resident” (Green Card), or any other “Protected Individual” under the Immigration and Naturalization Act.
12. **Human Resources Department.** CSU Pueblo’s Office of Human Resources and Institutional Equity (HRIE) which, under the supervision of the Executive Director, is responsible for general administration of CSU Pueblo personnel, benefits, policies, staff salary administration, and employee relations.
13. **Illegal Drug.** Any substance defined as a controlled substance in the Controlled Substances Act, 21 U.S.C. §801, *et seq.*, and the federal regulations interpreting and implementing the Controlled

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Substances Act, including Schedules I-V of 21 C.F.R. Part 1308, as amended from time to time, or which is defined as a controlled or illegal substance under any State or other applicable law. Medical/recreational marijuana is an illegal drug.

14. **International Student.** An individual who is enrolled full time at an accredited higher education institution in the U.S. on a temporary visa, and who is not an immigrant (permanent resident with an I-51 or Green Card).
15. **Manager.** Any higher-level CSU Pueblo employee to whom you report and who holds you accountable for satisfactory work performance. See also Supervisor.
16. **May.** Optional, not required, contrasts with “must.”
17. **Must.** Mandatory.
18. **Non-Exempt Employee.** A non-exempt employee is subject to the FLSA and State wage laws, and is required to be paid a minimum wage and overtime compensation.
19. **Work Study Referral.** An electronic process completed by Student Financial Services (or responsible department) to verify a Work Study recipient and authorize Work Study funds.
20. **Rule.** All written or oral rules, policies, and procedures of CSU Pueblo including the rules, policies, and procedures contained in this Handbook.
21. **Supervisor.** Any higher-level CSU Pueblo employee to whom you report and who holds you accountable for satisfactory work performance. See also Manager.
22. **Work week.** The federal Fair Labor Standards Act (FLSA) applies to all employees and cannot be waived. The state’s standard FLSA workweek is Saturday at 12:00am through Friday at 11:59pm.

CHAPTER ONE: INTRODUCTION

Student employment is an integral part of the CSU Pueblo community that benefits both students and the University. The program provides students with the opportunity to develop valuable work habits, skills, money management practices, contacts, and leadership qualities that can prove beneficial to a student's future career success. Student employment encompasses State and federally funded work study programming, along with department-funded hourly and stipend positions.

This handbook is designed to help supervisors understand the employment process, terms of employment, and the responsibilities of a student employee of the University. Please read it thoroughly and refer to it often.

In accordance with its mission, CSU Pueblo is an equal opportunity educational institution and will not discriminate on the basis of age, citizenship, creed, color, disability, gender, gender expression, gender identity, genetic information, national origin or ancestry, pregnancy, race, religion, sex, sexual orientation, veteran status, or because an individual has inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant in its activities, programs, or employment practices as required by the Equal Pay Act, Titles IV, VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments, the Americans with Disabilities Act, as amended, Section 503/504 of the Rehabilitation Act, the Age Discrimination Act, Age Discrimination in Employment Act, the Vietnam Era Veterans' Readjustment Assistance Act, the Pregnancy Discrimination Act, Executive Order 11246, as amended, Violence Against Women Reauthorization Act of 2013, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act the Genetic Information Nondiscrimination Act of 2008, and all civil rights laws of the State of Colorado. For information regarding these rights or to report a violation of these rights, contact HRIE, 2200 Bonforte Blvd., Pueblo, CO 81001, (719) 549-2441.

CHAPTER TWO: ADMINISTRATIVE RESPONSIBILITY

A. The President, Provost, VP for Finance and Administration, and VP of Enrollment Management, Communication and Student Affairs

Responsible for allocating work study positions within their respective areas. Any allocation requests or policy exceptions must be submitted through an appeal process to the G6.

B. College Deans, Directors, or persons of comparable level.

Responsible for ensuring that work study policies are followed, assessing the needs for work study positions, and assigning those positions to specific areas within their administrative responsibility. Any student employment policy violations should be reported to these individuals departmental Dean or Director.

C. Supervisors Responsibilities.

1. Reading the “Policies and Procedures for Supervisors of Student Employees” and acknowledging that the handbook has been read in AIS at the beginning of each school year.
2. Posting the job, interviewing, hiring, and training eligible students, and arranging work schedules around class and personal schedules as is reasonable and appropriate.
3. Ensuring all announced job descriptions are up to date and submitting corrections for any descriptions that are not current.
4. Submitting student employment referrals via AIS.
5. Ensuring each student signs a “Student Employee Agreement” that defines position expectations.
6. Closely monitoring student hours so the student does not over-earn his/her award. Departments that allow student employees to continue working even after the student work study award has been exhausted will receive departmental charges for the wages paid to the students as hourly employees.
7. Attending an annual supervisor training regarding managing student employee’s and relevant policies.
8. Approving electronic time sheets, checking for complete and accurate time sheets, and approving and submitting those electronic time sheets to the payroll office before 5:00 p.m. on the third working day of the month.
9. Evaluating the performance of student employees using the “Student Employee Performance Evaluation.”

D. Student Financial Services (SFS).

Responsible for verifying student eligibility for student employment, and for processing the student employment announcement and referral with the student’s necessary documentation. SFS will also notify the supervisor when the student is ineligible to work (e.g., not maintaining satisfactory academic progress, withdrawing from the University, or dropping/withdrawing below six credits).

CHAPTER THREE: TYPES OF STUDENT EMPLOYMENT

A. Student Hourly

Some departments on campus hire students and pay them directly out of their funds. This is considered non-work study department-funded student employment and is not considered financial aid. Student hourly positions must follow the same eligibility requirements as in Chapter Five: Eligibility.

B. Federal Work Study

The Federal Work Study (FWS) program is a needs-based, federally funded, part-time employment program that provides jobs to eligible undergraduate and graduate degree-seeking students while in school. These earnings are paid jointly by federal funds and CSU Pueblo.

The amount of a federal work study award is based on financial need. Unlike other forms of financial aid (e.g.: loans, grants, scholarships), the work study award is paid directly to the student as it is earned in the form of a paycheck. The student is granted a specific allotment that is earned on an hourly basis until they have received their full allotment or until the end of the term. Students only receive payment for hours worked.

A FWS student has financial need as determined by the FAFSA and has qualified through Student Financial Services to participate in the program. Students must also meet all eligibility criteria listed in Chapter Five: Eligibility.

C. Colorado Work Study

The Colorado Work Study program is an employment program designed to allow Colorado resident undergraduate students to earn funds to assist in attending eligible educational institutions in Colorado.

The majority of these funds are used to provide employment opportunities for students with documented financial need. Colorado No Need Work Study is available for students that qualify for federal funds, but do not have financial need.

Students must meet all eligibility criteria listed in Chapter Five: Eligibility.

D. International Student Employment

International students may be eligible to participate in student employment utilizing their International Work Grant. International Work Grant can be used for Student Hourly or Stipend positions. Most international students in the United States hold an F-1 visa, which is the U.S. non-immigrant student visa. F-1 students are allowed to work in the United States, but only under certain conditions and in accordance with complex guidelines and restrictions issued by the United States Citizenship and Immigration Service (USCIS).

International student employment is contingent on remaining within the terms and restrictions of the

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F-1 visa. For on-campus work, a student with an F-1 visa is subject to the following rules:

- Must maintain valid F-1 status
- May work up to 20 hours per week while school is in session
- The employment may not displace (take a job away from) a U.S. resident

Students must meet all eligibility criteria listed in Chapter Five: Eligibility.

CHAPTER FOUR: WORK STUDY FUNDING

A. Funding and Allocations

The University's total work study budget and resulting number of work study positions available is based on annual federal and State allocations.

Work study positions are allocated to administration including the President, Provost, Vice President for Finance and Administration, and the VP of Enrollment Management, Communication and Student Affairs. Administration will then divide these work study positions among their departments.

Unless informed otherwise, every academic year Student Financial Services will allocate to the Summer term based upon the amount of funding used the prior Summer. This may limit funding during the Fall and Spring terms; however, it will ensure there is funding available for Summer.

B. Student Awards

The maximum work study award is \$3,500 per year, adjusted for the student's financial need or other factors. The number of hours a student may work during the academic year depends on the amount of award and the job's pay rate as well as work study program limitations. The student may earn up to the total amount of the award. Any earnings exceeding the amount of the award, or which are earned during periods not covered by the award, are the responsibility of the hiring department.

CHAPTER FIVE: ELIGIBILITY

A. Qualifications

Students must meet the following requirements to qualify for employment:

Requirement	Student Hourly	Federal Work Study	Colorado Work Study	International Student Employment Work Award
Must be degree seeking at Colorado State University Pueblo	X	X	X	X
Must be in good academic standing	X	X	X	X
Must be enrolled in and maintain at least ____ in the Fall/Spring semester	6 credits	6 credits	6 credits	12 credits
Must be enrolled in and maintain at least ____ in the Summer semester	0 credits ⁽¹⁾	3 credits ⁽¹⁾	3 credits ⁽¹⁾	Not eligible
Must provide documentation certifying eligibility to work	See I-9 Form	See I-9 Form	See I-9 Form	See I-9 Form
Must complete I-9 and W-4 Form	X	X	X	X
Must submit I20 for employed and Form 8233 with Appendix if applicable	X			X
Must not work more than (20) hours per week	X	X	X	X
Must not work during scheduled class period ⁽²⁾	X	X	X	X
Must sign the "Student Employment Agreement"	X	X	X	X

⁽¹⁾ As long as enrolled in 6 credits for the upcoming Fall semester.

⁽²⁾ Students are not allowed to begin their shift until after the end of the published class time per their registration. If this policy is not followed, Supervisors are required to provide SFS with documentation provided by the Professor that the class was either cancelled or released early or otherwise not scheduled to meet, including hybrid courses as required for audit purposes. Please note this policy violation is reported to the G6.

B. Multiple Positions

Students may not hold more than one work study position at a time. They may, however, hold one hourly position and one work study position concurrently, provided they do not exceed (20) working hours per week. Students may have not more than two active student employment appointments at any given time.

CHAPTER SIX: STUDENT HIRING PROCESS

Student's intending to utilize State or federal work study funding must start by successfully submitting a FAFSA and enrolling in a minimum of six credits. Students who do not intend to complete a FAFSA and intend instead to seek student hourly employment may begin looking for a position by searching the CSU Pueblo Job Postings website: <https://www.csupueblo.edu/student-financial-services/student-employment.html>. From here the student can browse positions, job descriptions, pay rate, and requirements to apply for the position. If the student finds a job they want to apply for they will follow application instructions for that specific position.

After the student has applied, the prospective campus employer will conduct interviews. When an offer of employment is made to and accepted by the student, the hiring supervisor will initiate a work referral. Students cannot start working until the supervisor has received a confirmation that their referral has been approved. A student's supervisor will be the direct point of contact for questions regarding schedules, pay rate, dress attire, etc.

Once hired, the student employee is responsible for:

- Entering hours worked into their PAWS portal at the end of every shift.
- Electronically submitting their timesheet by the third working day of the month (payroll deadline).

If the student employee's electronic timesheet is submitted and approved by the supervisor on or before the payroll deadline, the student employee will be paid on the 15th of the following month for hours worked the previous month (for example, paid July 15 for hours worked in June).

Student employees must provide documentation to verify their eligibility to work in the United States before they can begin working. This verification is done through the completion of the Federal Employee Eligibility Verification Form (Form I-9), which must be completed and verified in SFS. Students must provide original documents as identified in the I-9 instructions. The student employee must also complete a W-4 form, any other required documents such I20 (international students), and verification (if selected). All documents can be submitted to SFS before the student is offered a position to prevent referral/hiring delays.

CHAPTER SEVEN: SUPERVISOR PROCEDURES

A. I-9 and W-4

An I-9 and W-4 must be filled out by every student prior to starting employment. Students must fill out these documents in person with Student Financial Services, Room 212 of the Administrative Building. They must bring two forms of appropriate identification with them (please see Form I-9 for a listing of acceptable documents) at the time of document completion. If you are hiring a student that has previously been employed through Student Employment and has previously filled out an I-9 and W-4, they do not need to re-complete this paperwork.

It is a violation of law for a student employee to be working more than three days without an I-9 on file. This will be marked as a policy violation, the student will have to stop working until they can provide appropriate documentation, and the supervisor will be asked to sign the I-9.

B. Hiring Process

Campus employers must electronically sign the CSU Pueblo “Student Employment Handbook” via AIS, indicating that they have read and understand the Policies and Procedures that govern the CSU Pueblo Student Employment Program. Repeated failure to comply with the Student Employment Policies and Procedures may result in suspension of that department’s participation in the CSU Pueblo Student Employment program.

Compliance with the federal policies of Affirmative Action and Equal Employment Opportunity is best achieved when all eligible persons are given equal opportunity to compete for a position. To help ensure compliance, all Student Employment positions are posted/announced to the website before beginning any recruitment activities.

1. Job Descriptions and Announcements

A Supervisor must start by providing an accurate job description for each position and update accordingly using the online “Student Employment Job Description” form (<https://secure.csupueblo.edu/sfs/studentemployment/PositionSelect.aspx>). SFS will receive the request and use the job description provided by the supervisor to create a position number in AIS. The position number will be provided to the supervisor via email once the position number is created. The same link is used to update the job description.

Once a supervisor receives their position number, they will create and submit a job announcement via AIS. Announcements are created and submitted in Student Employment Announcement in AIS under HRIE. Job announcements cannot be created and submitted by a supervisor who does not have access to the account number/cost center listed on the job description. A supervisor who has not electronically acknowledged having read the Policies and Procedures for Supervisors of Student Employees (in AIS) cannot create job announcements. The supervisor and delegate must be two separate individuals, and both must have access to student employment in AIS as well as to the account number/cost center. If access is needed, a CRA must be submitted requesting Student Employment access to the associated account/cost center. Announcing the position allows the job description to be visible on the CSU Pueblo website. Once the announcement has been approved

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by the department, it will be sent to SFS for approval. Next, SFS will review the submitted information and notify supervisors, via email, whether the announcement has been approved. If approved, you may start the interview process. If you are rehiring a current student, you may submit a referral.

2. Recruitment and Interview Process

As soon as the job description is announced, the supervisor may begin the recruitment process and begin interviewing candidates for the available position. Hiring decisions should be based solely upon the candidate's knowledge, skills, and abilities as they relate to the job duties. Unsuccessful candidates for the position should be notified as well as the successful candidate. This courtesy allows the student to continue searching. The job announcement is indicated as "filled" as soon as the student employee work referral is created and all allocations are filled.

Prior to offering the position, the supervisor should determine if the student is enrolled for at least six 6 credits (12 for international students) for the semester in which they will work, as well as if the student is eligible for work study.

3. Referral Process

The University is required to confirm that all student employees go through the referral process in accordance with University policies and procedures before being placed on the University payroll. This process will begin after an offer has been made to the student and before hiring is finalized with an active appointment. Students who have not previously worked on campus must turn in required documentation as listed in Chapter 5: Eligibility. When the documents have been provided and the necessary paperwork completed, the hiring supervisor will initiate a referral via the Create Referral window in AIS. The referral window is accessed via the Student Employment Announcement under HRIE in AIS. Once a referral has been submitted through AIS, SFS will review student eligibility, award any work study award if applicable, and approve the referral. The supervisor will receive an email notification from SFS upon referral approval. It is at that time the student may begin working. A student must not begin working until the supervisor has received confirmation that the referral has been approved. Please note that SFS may deny a submitted referral for reasons such as: not having proper paperwork turned in, not having adequate funding for State or federal work study, not being registered in enough credit hours, etc. It will be marked as a policy violation if your student employee work without an approved appointment or have not met eligibility requirements. Any wages earned while working without a valid appointment cannot be paid by federal and/or State funds. The department must create an hourly referral for the student to be paid these wages. **No referrals will be back dated and no pay rate changes can occur once a student has been paid from the approved referral.**

C. Training, Expectations, and Scheduling

Supervisors are required to attend a mandatory supervisor training each year to ensure they are aware of any changes to Student Employment policies or procedures and to ensure they fully understand the processes required by Student Employment. Supervisors should provide any training necessary to students hired to ensure the student employee's success. Supervisors should keep a file on student employees that includes the student's work schedule, class schedule, the signed "Student Employee Acknowledgement", and the signed "Anti-Discrimination and Harassment Policy". The "Student Employee Acknowledgement" and "Anti-Discrimination and Harassment Policy" are available on the website.

Supervisors are responsible for creating work schedules with the students using the students' class and personal schedules. It is highly recommended that a schedule is set at the beginning of employment and

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not deviated from. It should also be made clear to the student that they are working to *earn* their award by completing required job duties set in the job description. Supervisors should emphasize and educate students on the importance of proper work etiquette, which will look different from office to office. That may mean no surfing the internet, reading, studying, doing homework, and performing work for another job, etc. while they are scheduled to work.

D. Monitoring Hours and Submitting Time Sheets

Supervisors are responsible for carefully monitoring the hours a student works. Doing so will prevent student employees from working more than 20 hours per week, monitor the availability of student employee work study funds, and ensure student work hours are entered correctly. Supervisors are also responsible for monitoring that students do not begin their shift until after the end of the published class time per their registration. In the event of a work/class schedule conflict, supervisors are required to provide SFS with documentation provided by the Professor that class was cancelled, released early, or otherwise not scheduled to meet, such as is the case for hybrid courses. Such documentation must be provided to SFS within seven business days from the date of notification by SFS to the hiring department. Supervisors will be able to see if a student employee has a work/class schedule conflict when approving time sheets in AIS.

Student employees should submit their hours at the end of each scheduled shift or by the third working day of each month in their PAWS account under student Employment. Supervisors are recommended to approve time sheets at the end of the day or by the third working day of each month via AIS. Supervisors should approve time sheets at the end of the day via AIS. At the end of the pay period, supervisors must electronically submit approved timesheets via AIS. Approved and submitted time sheets are due to the Payroll Office by 5:00 p.m. on the third working day of the month. **Failure to submit electronic time approvals by the deadline will result in delay of payment for one month.** Falsified or fraudulent time records will result in immediate action, including termination of the employee. If the Supervisor is found to be responsible for the false or fraudulent records, the appointing authority will be immediately notified for appropriate action.

Student employee payroll is posted on the 15th of each month. Time sheets printed at that time will most accurately reflect the student's remaining award; therefore, it is strongly recommended that supervisors print time sheets at the beginning (to track time) and in the middle (for up to date hours remaining) of the month. If technical issues arise within the first three business days of the month, SFS cannot guarantee resolution prior to the payroll deadline which may delay the student's pay.

E. Student Employee Performance Evaluations

Student employee performance should be evaluated annually. The performance evaluation process should be used as a performance management and skill development tool for students to remain in the same position and is meant to benefit the hiring unit by retaining experienced employees. "Student Employee Performance Evaluations" are to be kept on file for every student employee hired by the department and are to be retained electronically by the hiring department. Documentation of the student employee evaluation may be requested by SFS for auditing reasons and to assure compliance. Consistent with CSU Pueblo employment practices, annual pay raises will be incorporated into the student's annual Student Employee Referral when authorized and funded. Pay increases will only occur at the beginning of the academic year (fall semester). Pay increases should be accounted for when the pay rate is entered on the fall referral. Pay increases/corrections cannot be performed once a student has been paid, from an active appointment; therefore, no pay rate adjustments will take place mid-semester or between semesters.

F. Separation and Termination

Supervisors are responsible for bringing any performance concerns to the attention of the student employee. A supervisor may conduct a conference with the student employee in order to document the problem and discuss solutions if any. Progressive discipline is not a right and students may be terminated from employment at any time. Supervisors may consider different alternatives to termination to give the student employee the opportunity to find a position that best fits their needs and skill sets or to allow for improvement of performance or may choose to terminate the student employee

Student employment is at-will and may be terminated by the student or the supervisor at any time, with or without cause, although the termination cannot be for a reason that is contrary to applicable Federal, State, or local law. Termination of employment may occur under the following circumstances. In each case, the supervisor must notify SFS when a student employee has been terminated by submitting the "Student Employee Performance Evaluation" form.

1. Involuntary terminations

Terminations that are made at the sole discretion of the employer. In cases where the employer feels termination is the best alternative, the student employee must be provided with written notice of the proposed action. The notice may give reasons for the action and must give the final day of employment, usually two weeks beyond the date of notification unless doing so would create a significant concern for the department. The supervisor must complete the "Student Employee Performance Evaluation" form and submit it to Student Financial Services when the student's contract will be terminated.

2. Resignation

Student employees may leave their employment for any reason, Student employees are requested to inform supervisors at least two weeks .in advance when planning to resign from employment.

3. Lack of Funds

Funds allocated for certain jobs become depleted for various reasons and the position may be terminated due to lack of funds at any time during the year. When possible, the supervisor should provide notice (preferably two weeks) to the affected student.

4. Loss of Eligibility

Student employee withdraws from the University, drops below the required number of credits, is not meeting academic progress, runs out of need based aid and supervisor does not wish to hire under student hourly funding. Generally, the supervisor will receive notification from SFS and work will likely end immediately.

G. Student Violations

Per federal regulations for work study compliance, SFS has mechanisms in place to track infractions and implement measures to prevent and deter violations. These measures may include but are not limited to loss of work study allocations, loss of student employee supervisor responsibilities, additional mandatory supervisor training, payroll charges to supervisor's budget, or reporting to the supervisor's appointing authority.

CHAPTER EIGHT: CLASSIFICATION LEVEL AND WAGE RATE

Student employees, both work study and student hourly, are hourly wage earners and are entitled to receive payment for every hour of work they perform. Supervisors are responsible for clearly defining work schedules in advance and keeping accurate records of all work performed by the student employees.

The job categories and descriptions are determined by the duties and responsibilities required to perform the job, and not by the innate ability of the employee or the availability of the funding by the department. Supervisors are responsible for preparing a job description with the proper job category and wage level before the position is announced (for details see “Job Categories and Descriptions” and “Wage Level and Rate” at <https://www.csupueblo.edu/student-financial-services/student-employment.html>). Appointments cannot be updated once the referral is approved. Therefore, supervisors should verify job descriptions and pay rates are accurate prior to submitting referrals. Appointments will not be updated any time after approval for incorrect description and pay rates.

Hourly wage rates for student employees are set by the University, are revised periodically, and are in accordance with State and federal wage laws.

Reclassification is based on the type of work each student is performing and not the amount of time spent on the job or the amount of work within the classification. Reclassification of a position may result in a change of responsibilities and duties for the student, resulting in a higher classification and therefore a higher wage level. For example, a student may have been hired at Wage Level I with minimal responsibilities and is now requiring less supervision and being given more job responsibilities. The supervisor may determine the student employee is performing a higher level of duties and may reclassify the student as a Wage Level II. A job description for the proper wage level must be in place before the reclassification. The supervisor may then initiate a new student employee referral via AIS for the student. As a reminder, reclassification can only be initiated at the beginning of the academic year.

Work study earnings are limited to the amount of the student’s award in an effort to provide equity to all student employees. Awards will not be increased during the academic year. Students may continue to work after reaching their award limit as a student hourly for the remainder of the semester if the supervisor’s department elects to pay 100% of the wages and has sufficient departmental funds to do so. Supervisors choosing to continue the student’s employment must complete a student hourly referral via AIS. Under no circumstance can a student continue to work as a volunteer, they must be paid for time worked. When a supervisor fails to end employment after notification that the award has been exhausted for the semester, all wages for the student employee will be charged to the departmental budget. Having students continue to work after their award is exhausted without an hourly contract in place will be recorded as a policy violation.

CHAPTER NINE: PAYROLL

Students who complete all necessary employment paperwork and have an approved referral submitted by the supervisor by the 20th of the month will be placed on the payroll for that month. After that period, the student will be paid the next month. Students are paid on the fifteenth (15th) of each month for hours worked the previous month. Student employees who fail to complete necessary employment paperwork are not eligible to work see Chapter 5: Eligibility. If this policy is violated, employment will be immediately terminated until all employment conditions are met and the hours worked will be charged to the employed department's budget.

Time should be recorded on the time sheet in regular clock hours rounding to the nearest quarter hour (2 hours 35 minutes is 2.5 hours). Student employees cannot work more than 20 hours per week during fall, spring, and summer semesters including scheduled breaks. The work week begins on Saturday and ends on Friday. At the end of each week and the end of the month, the hours worked should be checked for accuracy and certified by both the student and the supervisor. The student must submit a correct timesheet via their PAWS portal to the payroll office by 5:00 p.m. on the third working day of the month in order to receive a paycheck on the 15th of the following month. Paychecks are available at the cashier (Monday-Friday, 8:30 a.m. - 4:30 p.m.) or by direct deposit into the student's bank account. Any inaccurate or late time sheets will delay the payroll check for a month.

It is the responsibility of the student to submit a time sheet and the responsibility of the supervisor to approve time sheets for hours worked during the specified time period. If the student is not available to submit a timesheet but has accrued hours during the pay period, the student is owed compensation for hours worked. This includes such instances as severe illness, withdrawing from the University, and termination of employment. These circumstances should be documented so pay can be processed.

CHAPTER TEN: ANTI DISCRIMINATION POLICIES

A. Sexual Harassment Policy

CSU Pueblo is committed to providing an environment free of sexual harassment and gender discrimination for its students and staff. CSU Pueblo does not discriminate on the basis of sex in the education programs and activities that it operates and is prohibited from such discrimination pursuant to Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681-88) and implementing regulations (34 C.F.R. Part 106) and Title VII. This prohibition extends to admissions and employment. Student employees with such issues should submit a written complaint to the Title IX Coordinator/Director or Compliance, in the HRIE office, Room 307 of the Administrative Building.

B. Discrimination Policy

Discrimination on the basis of age, citizenship, creed, color, disability, gender, gender expression, gender identity, genetic information, national origin or ancestry, pregnancy, race, religion, sex, sexual orientation, veteran status, or because an individual has inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant is not tolerated by Colorado State University Pueblo. It is prohibited by both federal and state law in the employment and education context. Student employees with such issues should submit a written complaint to the Title IX Coordinator/Director or Compliance, in the HRIE office, Room 307 of the Administrative Building.

C. Reasonable Accommodation

An individual with a disability must be able to perform the essential functions of a position, with or without reasonable accommodation, in order to be considered for the position. A qualified individual is one who has the experience, education, and/or training as identified in the job description. An individual who does not meet the minimum qualifications for a position may not be considered for the position. The University complies with the Americans with Disabilities Act and will provide reasonable accommodation to qualified individuals. Questions concerning reasonable accommodation may be directed to HRIE, Room 307 of the Administrative Building.

D. Familial and Consensual relationships (Nepotism)

Nepotism is generally defined as the favoritism that a supervisor shows to a person in which they have a familial or consensual relationship relative during employment at the University. Please refer to the University policy on Familial and Consensual Relationships at <http://csu-pueblo-policies.colostate.edu/policy.aspx?id=17>. Complaints and questions regarding nepotism should be directed to HRIE.

CHAPTER ELEVEN: MISCELLANEOUS

A. Absences from Work

In the case of illness or emergency, student employees should notify their supervisor prior to their scheduled work period. If this is not possible due to an emergency situation, they must notify their supervisor no later than the first hour of the scheduled work period. The supervisor should be contacted each day that the student is unable to report to work. In the case of a known or scheduled absence (e.g. doctor appointment), the student employee should obtain advance permission from the supervisor and schedule those appointments to be as minimally disruptive as possible. Adjustments in work schedule for final exams or class registration should be arranged in advance. Students may be terminated from employment for unexcused or excessive absences.

B. Rest Periods

Students working at least a six hour shift must have at least a 30 minute unpaid break. If they work more than an eight hour shift, they must have 2 separate 30 minute unpaid breaks. Students working fewer than four hours are not entitled to break periods. Unused breaks are not cumulative and extra pay is not granted for unused breaks.

C. Garnishments

Garnishment of Federal Student Aid funds is prohibited. No federal work study grant, loan, or work assistance (or property traceable to that assistance) is subject to garnishment or attachment except to satisfy a debt owed to the Department of Education. A student's FWS wages may be garnished only to pay any costs of attendance that the student owes the school or that will become due and payable during the period of the award. Schools must oppose any garnishment order they receive for any other type of debt. By law, FSA funds may only be used for educational purposes. If your school is not the employer in an off-campus employment arrangement, it must have an effective procedure to notify off-campus employers that garnishment of federal work study wages is not permissible.

D. Injury on the Job

In accordance with the state Worker's Compensation Law, the University provides specific benefits for all employees. All injuries to student employees of the University, regardless of severity, must be reported to the work site supervisor. The accident must be reported to HRIE and if necessary to the campus Environmental Health and Safety Officer. A written report must be submitted within four (4) working days of the accident. If a student is working without an active appointment and is injured, they may not be covered by worker's compensation.

E. Dress Code

The University does not have a dress code for student employees. Attire of the student employee varies depending upon the type of work being performed. Departments or hiring units may establish

Policies and Procedures for Supervisors of Student Employees

specific dress regulations for their employee as necessary to meet health or safety regulations or to conduct the specific activities of the area.

F. Wage Reimbursement for Jury Duty

Student employees are eligible for compensation for hours lost if/when selected for Jury Duty. Reimbursement shall be for only those hours scheduled for work. Students are required to provide documentation and submit to the Payroll Office with a time sheet.

G. Student Employment Complaints

Students who wish to file a complaint regarding their student employment should contact HRIE Room 307 of the Administrative Building.

HANDBOOK ACKNOWLEDGMENT

This “Policies and Procedures for Supervisors of Student Employees” is an important document intended to help you understand and comply with the policies and procedures contained in this Handbook. You are equally responsible for understanding and complying with policies and procedures that are not contained in this Handbook, but which apply to you, such as specific policies and procedures that are established for your division, department, or workgroup. CSU Pueblo may change the contents of this Handbook at any time, with or without notice, at its sole discretion.

At the beginning of every academic year, AIS will prompt you to read this “Policies and Procedures for Supervisors of Student Employees” and acknowledge that you have done so. Acknowledging that you have read this handbook will serve as your signature and will be stored in AIS for the academic year. If you do not acknowledge that you have read the handbook, AIS will not permit you to progress with the student employment hiring process.

Supervisor Name

Job Title

Supervisor Signature

Date