



# Student Employment Handbook

Updated April 2025

***Student Employment Office***

P.O. Box 173364, Campus Box 125 Denver, CO 80217-3364

Phone: 303.315.1842 Fax: 303.315.1886

Email: [studentemployment@ucdenver.edu](mailto:studentemployment@ucdenver.edu) Web: [www.ucdenver.edu/studentemployment](http://www.ucdenver.edu/studentemployment)



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## Student Employment Mission Statement

The University of Colorado Denver Student Employment Office is committed to inclusive excellence by being people-centered, promoting engagement, fostering growth, and supporting the well-being of employees. We strive to deliver collaborative, responsive, and innovative solutions to align with the strategic goals and priorities of CU Denver.

Our goal is to prepare our student employees for the rigorous demands of the workforce, by trialing their employment opportunities in and around the CU Denver community. We endeavor to empower our students to explore their capacity for development and professional learning, through on campus position opportunities that align with their academic needs and career interests to develop skills applicable to the future professions of their choice.

## At Will Employment Statement(s)

State law specifically requires that you be an employee-at-will in your position and that the following paragraph be included verbatim in your letter of offer, restated here as well:

- (1) Your employment contract is subject to termination by either party to such contract at any time during its term, and you shall be deemed to be an employee-at-will. No compensation, whether as a buy-out of the remaining term of contract, as liquidated damages, or as any other form of remuneration, shall be owed or may be paid to you upon or after termination of such contract except for compensation that was earned prior to the date of termination. The provisions of this paragraph shall supersede and control any conflicting provisions of any University policy or employee handbook.

Nothing in this employee handbook creates or is intended to create an employment agreement, express or implied. Nothing contained in this, or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period. In addition, no company representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, that changes the at-will relationship.

- (2) You agree to uphold ethical standards appropriate to your position, including, but not limited to, complying with all applicable laws, rules, regulations, conflict of interest policies and all other policies. You also agree to report suspected or known noncompliance as required by Regent and University policies. You further agree to meet obligations imposed by federal and State law and University policies, including the obligation to report.

All new employees are required to review the [Code of Conduct](#), found on the University of Colorado Office of Policy and Efficiency ([OPE](#)) website.

- (3) As a condition of employment, the University must verify your employment eligibility immediately upon your employment. This follows the federal law, which requires every employee to complete an I-9 Form and to provide certain documents for examination.

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Please read and comply with the posted campus I-9 policy and submit your documentation to your direct supervisor within three (3) business days of your date of employment.

- (4) Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act (NLRA). Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. UCDenver employees have the right to engage in or refrain from such activities.
- (5) The terms of this appointment shall be construed and interpreted according to the laws of the State of Colorado. This appointment is subject to the laws and policies of the University of Colorado, as they may be amended from time to time. To the extent that the laws and policies of the University conflict with state or federal laws, state or federal laws shall prevail.

## Background Check Policy

The University of Colorado Denver strives to maintain a safe and productive educational, clinical, research and employment environment. All prospective employees and current employees must, therefore, consent to and pass background checks prior to any final appointment/employment. This may take up to two weeks to process prior to starting your position.

University policy on Background Checks can be found [here](#).

## Conflicts of Interest and Nepotism

The University of Colorado Denver expects all employees to conduct themselves and university business in a manner that reflects the highest standards of ethical conduct and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interest.

Exactly what constitutes a conflict of interest, or an unethical business practice is both a moral and a legal question. The University of Colorado Denver recognizes and respects the individual employee's right to engage in activities outside of employment that are private in nature and do not in any way conflict with or reflect poorly on the employer.

It is not possible to define all the circumstances and relationships that might create a conflict of interest. If a situation arises in which there is a potential conflict of interest, the employee should discuss this with a supervisor for advice and guidance on how to proceed. The list below suggests some of the types of activities that indicate improper behavior, unacceptable personal integrity, or unacceptable ethics:

1. Simultaneous employment by another firm that is a competitor of our supplier to The University of Colorado Denver.

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2. Carrying on employer business with a firm in which the employee, or a close relative of the employee, has substantial ownership or interest.
3. Holding a substantial interest in, or participating in the management of, a firm to which the employer makes sales or from which it makes purchases.
4. Borrowing money from customers or firms, other than recognized loan institutions, from which the employer buys services, materials, equipment, or supplies.
5. Accepting gifts or entertainment from an outside organization or agency. UC Employees must also adhere to the stipulations mandated by Colorado State Constitution, Article XXIX "Ethics in Government" ([Amendment 41](#)).
6. Speculating or dealing in materials, equipment, supplies, services, or property purchased by the employer.
7. Participating in civic or professional organization activities in a manner that divulges confidential employer information.
8. Misusing privileged information or revealing confidential data to outsiders.
9. Using one's position in the employer or knowledge of its affairs for personal gains.
10. Engaging in practices or procedures that violate employer policy, antitrust laws, commercial bribery laws, copyright laws, discrimination laws, campaign contribution laws, or other laws regulating the conduct of employer business.

University Policy (APS 5003) requires that University administrators, faculty and staff shall not participate in institutional decisions involving direct benefits such as appointments, retentions, promotions, salaries, leaves of absence, or awards to members of their immediate families. The principle of anti-nepotism shall not be used as a criterion against appointment or employment at the University of Colorado. Immediate family includes spouses, children, parents, grandparents, grandchildren, brothers, sisters, nieces, nephews, uncles, aunts, first cousins, fathers-in-law, mothers-in-law, sons-in-law, and daughters-in-law.

While there is no prohibition against relatives working in the same department or unit, an employee may not appoint, nor participate in the decision-making process to appoint, a relative to a position within the University. The decision on the appointment must be made by someone other than the relative. Once such an appointment has been made, subsequent decisions on the salary, promotion, and all perquisites and benefits of the employee must be made by someone other than the relative, even though the relative may be the supervisor to whom the employee reports.

## Commitment to Inclusive Practices

The University will provide reasonable accommodation to applicants with disabilities throughout the employment application process. To request an accommodation pursuant to the Americans with Disabilities Act, please contact the Human Resources ADA Coordinator at [workplaceengagement@ucdenver.edu](mailto:workplaceengagement@ucdenver.edu).

The University of Colorado Denver is committed to recruiting, retaining, and promoting diverse faculty and staff. The university strives to promote a culture of inclusiveness, respect, communication and understanding. We encourage applications inclusive of race, color, national

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University of Colorado **Denver**

origin, sex, age, disability, creed, religion, veteran status, marital status, political affiliation, pregnancy or related conditions, sexual orientation, gender identity and gender expression.

The University of Colorado is committed to diversity and equity in education and employment.

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## What's New in 2025 Student Employment

- Denver Metro Minimum Wage has increased to \$18.81 per hour, effective January 1, 2025.
- Federal Work Study funding has been approved for distribution to eligible students during the Fall 2024 and Spring 2025, and Summer 2025 terms. End date is still to be determined.

## Student Employment Position Types

### Student Hourly (On Campus)

- Student Hourly positions are on-campus positions funded by a university department's budget. Work-study and/or financial aid is not required for this type of employment. All hourly students must be enrolled in some credit-earning capacity during the semester in which you are employed, minimum of 6 credit hours for Undergraduate students and 3 credit hours for Graduate students.
- Students may search for open positions on the [Handshake](#) job board.

### Regular Hourly (Off Campus)

- Regular Hourly positions are offered by businesses in the surrounding Denver community and are not affiliated with the university. All students, regardless of enrollment or financial need, may apply for these positions through the Handshake job board.

### Work Study (On and Off Campus) | Federal and Colorado State

- [Work-Study](#) is a financial aid award that allows undergraduate and graduate students to work part-time to earn money to pay for educational expenses. The program encourages community service work and work related to the recipient's course of study. Students earning work-study funds are paid bi-weekly. If awarded work-study, students may search for open positions on the Handshake job board.
- Students can be awarded Federal or Colorado Work Study.

*Not sure if you have Work-Study? It will be a specific line item in a student's financial aid award package, located in the student portal.*

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## Student Employee Levels Classifications

Position Classification	Position Description
<p>Student Assistant I - Undergraduate Level</p> <p>Job Code: 4101</p>	<p>This class describes unskilled or entry-level training positions. These positions generally perform one identifiable set of duties so there is little variety. There is no latitude for altering the sequence of processing steps, determining own methods, or exercising significant judgment. Very specific instructions are clearly stated and readily available. This class may be used as a training level for a higher class.</p> <p><b>Some examples of work or positions may include:</b> filing, reception, sorting and routing mail, unskilled typing/word processing, unskilled lab helper (e.g. clean-up, preparation of solutions), custodian, food service worker, and library assistant/aide.</p>
<p>Student Assistant II - Undergraduate Level</p> <p>Job Code: 4102</p>	<p>This class describes routine and repetitive work where there is variation in duties requiring some judgment. These positions require little, if any, previous or specific knowledge, skill or experience. Employees often perform tasks which require the use of special equipment or tools (e.g. standard lab equipment, duplication equipment, grounds equipment, computer access or entry of data, or operation of audio-visual equipment). Assignments may include latitude for altering the sequence of processing steps by choosing alternatives from a standard set of procedures. Training positions receive the necessary preparation for entry to a higher class.</p> <p><b>Some examples of work or positions may include:</b> switchboard operation, groundskeeper, building security guard, daycare aide, library assistant, clerical/office/staff assistant, manual labor, audio-visual technician, parking attendant (issuance of citations), data entry operator, grader, testing assistant, art model, childcare aide, duplicating and printing assistant, music assistant, lab helper with minimal responsibility, and receptionist (closely supervised).</p>
<p>Student Assistant III - Undergraduate Level</p> <p>Job Code: 4103</p>	<p>This class describes developmental and/or semi-skilled positions requiring the application of various knowledge and experience. These employees usually perform more independently and require less supervision of detail. Duties may involve greater variety.</p> <p>Work generally requires 1-2 semesters or previous experience, course work or training. This class may be used to provide further training for a higher class.</p> <p><b>Some examples of work or positions may include:</b> skilled typing, lead-worker, police dispatcher, cook's assistant, lab assistant (e.g. assisting with or running routine tests, experiments, or analysis given specific procedures but requiring some judgment in the execution), public safety guard, vehicle driver, 2nd year clerical/office/support assistant, computer operator, day care group leader, security worker, technical assistant, peer advisor, cashier (entry), police dispatcher intern, clerk typist, word processor, secretary, student assistant, tutor/grader, administrative assistant, nursing assistant, laboratory researcher (some supervision), course evaluator or skilled data entry worker.</p>
<p>Student Assistant IV -</p>	<p>This class describes full operating and/or skilled positions. Employees perform independently and require minimal supervision. Instruction is provided only for new</p>

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Undergraduate Level  Job Code: 1404	<p>or unusual situations. Employees possess all the relevant knowledge, experience, or skill to perform duties independently.</p> <p>Work generally requires 3-4 semesters or equivalent experience.</p> <p><b>Some examples of work or positions may include:</b> accounting technician, bus driver, microcomputer specialist, draftsman, electronic technician, or storekeeper.</p>
Student Assistant V - Undergraduate Level  Job Code: 1405	<p>This class describes supervisory and/or advanced level positions.</p> <p>Duties at the advanced level are typically more complex. Employees perform without direct supervision except for infrequent occasions involving the most complex situations. Work is typically reviewed for results. Students in these advanced positions may assist in supervising, training, and/or evaluating other students, student employees, or faculty/staff.</p> <p>Work generally requires a student to close to degree completion and/or possess several years of experience.</p> <p><b>Some examples of work or positions may include:</b> food service student supervisor, lab assistant supervisor, clerical supervisor, day care group leader, custodial supervisor, computer programmer (requires original coding), advanced technical accounting, advanced lab assistant (runs own subjects, may supervise lab helpers), web page administrator, statistical analyst, program specialist, student services specialist, photographer, statistical analyst, research technician, program specialist, teaching assistant, accounting technician, hospital assistant (in clinics, records departments, etc.).</p>
Off Campus Student Assistant – Undergraduate Level  Job Code: 4201	<p>This job class describes a student who is working for an approved off-campus agency and who is covered under the University of Colorado's worker's compensation insurance policy. An agency must have contracted and agreed to the terms of the individual CU campus work-study agreement. Contact each campus student employment office for a current listing of approved agencies.</p> <p>Work generally requires 3-4 semesters or equivalent experience.</p> <p><b>Some examples of work or positions may include:</b> Office volunteer locations, advanced off-site external collaborations. <i>Please work with your Unit Leadership and Central HR to determine needs.</i></p>
Student Stipends - Undergraduate AND Graduate Positions	Varies. <i>Please work with your Unit Leadership and Central HR to determine needs.</i>
Federal Work Study - Undergraduate Level	<p>Both undergraduate and graduate students may be eligible for Federal Student Work Study.</p> <p>Federal Work Study is determined by an individual student's financial eligibility, awarded as part of their wholistic Financial Aid Package, and needs based assessment, as determined by their <a href="#">FAFSA</a>.</p>

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	Additional Federal Work Study FAQs can be found <a href="#">here</a> .
General Assistant – Graduate Level  Job Code: 1501 / 1502	<p>This class describes second level supervisory, graduate level positions and/or positions requiring highly advanced skills. Students in these advanced positions may assist in supervising, training, and/or evaluating other students, student employees, or faculty/staff.</p> <p>These employees usually perform more independently and require less supervision of detail. Instruction is provided only for new or unusual situations. Employees possess all the relevant knowledge, experience, or skills to perform duties independently. Generally, it requires that students have completed a prior bachelor's degree from an accredited institution. It may require specific programs of studies or class completion.</p> <p><b>Some examples of work may include</b> acting as a department/unit/ school /college point of contact, front desk supervisor, student supervisor, preparing presentations, organizing events, helping students complete project teams, supervising laboratories, helping professors develop course materials, and performing tasks as assigned.</p>
Teaching Assistant - Graduate Level  Job Code: 1506	<p>This class describes second level supervisory, graduate level positions and/or positions requiring highly advanced skills. Graduate Teaching Assistants provide professional level instruction under the direct supervision of a faculty supervisor. These employees usually perform more independently and require less supervision of detail. Classroom expectations communicated clearly by Faculty supervisor for learning outcomes.</p> <p><b>Some examples of work may include:</b> Deliver a range of teaching and assessment activities, including tutorials, seminars, and lectures in some instances. Contribute to the development of appropriate teaching materials to ensure content and methods of delivery meet learning objectives, participate in the assessment process.</p>
Research Assistant - Graduate Level  Job Code: 1505	<p>This class describes second level supervisory, graduate level positions and/or positions requiring highly advanced skills. Graduate Research Assistants conduct research that benefits the student's own learning and research and the university, faculty or academic staff supervisor or granting agency. Employees will operate under the direct supervision of a faculty supervisor.</p> <p>Graduate level employees should possess the appropriate bachelor's degree and/or apply the knowledge gained to the assignment. Students in these advanced positions may assist in supervising, training, and/or evaluating other students, student employees, or faculty/staff.</p> <p><b>Some examples of work include:</b> fieldwork, lab work, library research, data analysis, writing, curating exhibitions, or any other activity that can be counted as research.</p>
Research Assistant - Graduate Level	This class describes second level supervisory, graduate level positions and/or positions requiring highly advanced skills. Graduate Research Assistants conduct research that benefits the student's own learning and research and the university,

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Job Code: 1505	<p>faculty or academic staff supervisor or granting agency. Employees will operate under the direct supervision of a faculty supervisor.</p> <p>Graduate level employees should possess the appropriate bachelor's degree and/or apply the knowledge gained to the assignment. Students in these advanced positions may assist in supervising, training, and/or evaluating other students, student employees, or faculty/staff.</p> <p><b>Some examples of work include:</b> fieldwork, lab work, library research, data analysis, writing, curating of exhibitions, or any other activity that can be counted as research.</p>
PT Instructional - Graduate Level  Job Code: TBD	<p>This class describes second level supervisory, graduate level positions and/or positions requiring highly advanced skills. Instructors of Physical Therapy operate within the onsite and off-site clinics and teach in the discipline area of physical therapy. Develops and designs curriculum plans to foster student learning, stimulates class discussions, and ensures student engagement.</p> <p>Graduate level employees should possess the appropriate bachelor's degree and/or apply the knowledge gained to the assignment. Students in these advanced positions may assist in supervising, training, and/or evaluating other students, student employees, or faculty/staff.</p> <p><b>Some examples of work include:</b> Develops and designs curriculum plans to foster student learning, stimulate class discussions, and ensures student engagement.</p>

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## General Employers Responsibilities

All employers, both On and Off Campus, are required to read, understand, and comply with policies outlined in this document, especially regarding the Employer Responsibilities section. Employers must also ensure that each student they hire has reviewed and understood the information conveyed and addressed any questions or concerns.

It is the employer's responsibility to collaborate with student employees to establish a reasonable work schedule that supports both the employer's operational needs and the student's academic commitments. During certain times of the semester, such as midterms and finals, students' schedules may require adjustments. Planning in advance can help minimize disruptions.

All employers and departments are responsible for maintaining accurate and up-to-date student employee personnel files onsite.

## Off Campus Employers

The Student Employment Office will handle all off-campus student employment hiring paperwork, human resources, and payroll matters, along with time entry.

The Student Employment Office will also provide copies of the Personal Information Worksheet and the Emergency Contact Worksheet to off-campus employees.

All off-campus supervisors and off-campus student employees must complete and submit a [Work Study Authorization Form](#) with the student employment new hire paperwork, and at the beginning of each semester (preferably two weeks before the semester's first payroll start date).

Supervisors of off-campus FWS student employees are responsible for facilitating time collection within their departments.

The Student Employment Office is responsible for managing the time entry process for all Off-Campus Work-Study Employers (including students working in MSUD/CCD/AHEC/UCH/etc. departments). Off Campus FWS Student Employees must complete bi-weekly time records listing time in & time out for each day worked, with a way in which a supervisor can verify the hours worked.

## FWS Charges to Off Campus Employers

Each Non-Family Literacy, off-campus employer is charged 25.5%, in addition the University may charge up to 2% in Worker's Compensation, which is on top of and/or in addition to, a work-study employee's earnings each month. The Agency agrees to reimburse the University for 100% of the amount of sick leave taken by the students while at the Agency, in accordance with the Colorado Healthy Families and Workplace Act. The University will bill off-campus employers monthly, which should be paid within 30 days of receiving the University invoice.

The Agency agrees to reimburse the University for twenty-five and a half percent (25.5%) of the amount earned by each student. The Agency agrees to reimburse the University for 100% of the amount of sick leave taken by the students while at the Agency, in accordance with the Colorado Healthy Families and Workplace Act. The University will pay Worker's Compensation premiums on then students employed hereunder, and the Agency shall, in addition to other sums due

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hereunder, pay the University an amount equal to two percent (2%) of the wages earned by each student to cover such premiums and the administration thereof.

The aforementioned amounts will be billed (all CU campuses will be billed through PeopleSoft Finance) to the Agency monthly by the University and should be paid within thirty days of receipt. Agency accounts which become delinquent may result in an immediate cancellation of this agreement by the University and in the subsequent termination of all student employees. Agency may be responsible for 100% of student's salary if Agency allows students to work prior to University notification of eligibility by receipt of student's electronic timesheet.

The above percentage information does not apply to off-campus Family Literacy employers. However, the following statement does apply to Family Literacy employers; paragraph IV, page 1, of the Family Literacy Off-Campus Contract. Agency may be responsible for 100% of student's salary if Agency allows students to work prior to University notification of eligibility by receipt of student's electronic timesheet.

### **Site Visits of Off Campus Employers**

To ensure a positive and educational off-campus work-study experience, and to confirm that employers comply with university, state, and federal work-study standards, the Student Employment Office will periodically conduct site visits with off-campus employers.

Site visits are scheduled by the Student Employment Office during the fall or spring semesters. These visits involve a brief meeting between the Student Employment Coordinator and the direct supervisor of off-campus student employees. During the visit, the Coordinator will ask a series of questions, tour the student work areas, and address any concerns. Student employees are not required to be present.

Off-campus employers who are not visited during the academic year will receive a mandatory compliance survey via email. The survey takes approximately 15 minutes to complete and includes 10 to 14 questions covering topics such as student performance evaluations and timekeeping procedures. The survey is intended for supervisors only and should not be completed by student employees.

For questions or concerns about site visits or the compliance survey, please contact the Student Employment Office at [studentemployment@ucdenver.edu](mailto:studentemployment@ucdenver.edu).

### **Student Employment Recruitment & Hiring**

The Student Employment Office recommends that students seek work-study positions within their major or career field to gain valuable, field-specific experience. Employers increasingly prioritize hands-on experience over just a degree. While students can apply for positions in any department, focusing on roles related to their academic or career interests can provide a competitive edge in the job market.

School, Colleges, and Units (S/C/Us) interested in hiring a student employment position must ensure their job description meets the Levels Classification for the Student Position they are looking to recruit and must ensure a complete recruitment process has been completed before hiring a student.

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### Student Employment Recruitment Process

- S/C/Us must draft a Student Employment Position Description (see Student Employment Job Description Template below) that meets the business needs of the department and roles for which they are recruiting.
  - o Please consult the Student Employment Classification Matrix to appropriately classify and compensate for a student position.
- Vacant positions must be posted to CU Denver's [Handshake](#) Page, to ensure a competitive, open recruitment process for all interested students:
  - o Standard posting application window is 14 Days.
  - o To access these vacant positions, please visit the [CU Denver | CU Anschutz Handshake Access Portal](#) (first login, choose the "Students" tab, then scroll down to the "Student Employment" section, and locate the job search page).
- Students interested in the position must submit application materials (typically a resume and/or cover letter), which will be collected in the Handshake System.
- Hiring Managers will then review and matrix all student applicants, to narrow down to an interview pool. The hiring manager, or search committee, will then interview and narrow down to finalist candidates.
- Finalist candidates should be given a Letter of Offer (LOO) to sign and secure their student employment position and offer rate.
- The hiring manager will then submit all the necessary Student Employment Hiring Paperwork to Onboard the new Student Employee.

If you are having trouble finding an open position, on or off-campus, please feel free to make an appointment with the Student Employment Office at: [studentemployment@ucdenver.edu](mailto:studentemployment@ucdenver.edu) or 303-.315.1842.

If you are having a hard time drafting your Student Employment Position Description, please reach out to the Student Employment Office to help identify areas or functions of support, and to help draft and/or develop your student employment position.

### Handshake Postings & Recruitments

- You will need an employer account connected to the UCDenver network to post a Job. If you already have a student account, follow the [following steps](#) in an incognito window to initiate an employer account, using your UCDenver credentials.
- instructions for "How to Post a Job In Handshake" can be found [here](#).

### Student Employment Hiring Paperwork

Once students have gained employment, through the proper hiring process (described above) they must complete and submit all required University's hiring documents, including a background check, **before employment may begin.**

Hiring paperwork will be submitted to your supervisor and/or hiring authority upon its completion.

All the documentation/paperwork below is completed in the CU portal, unless otherwise indicated.

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1. [Personal Information](#) Worksheet (University Staff & Faculty Employees complete this step via CUCareers; Students complete manually via PDF)
2. [Emergency Contact Information](#) Worksheet
3. [Direct Deposit](#) Set Up
4. [Federal I-9](#) Form
  - a. I-9 supporting documents will be submitted in-person to the appropriate individual within the hiring department. The individual will complete Section 2 of the Federal I-9 form and submit the I-9 verification request to HireRight, and the student will then receive an e-mail from HireRight with instructions on how to complete their Federal I-9 form Section 1 online.
5. [IRS W-4](#) Form
6. [Skillsoft](#)/ Percipio Trainings
  - a. HR / Each individual department will provide newly hired student employees with a list of training required to complete upon their hire.
7. [University Background Check](#) Form
  - a. The form is to be completed by a departmental HR Business Partner only.
  - b. All student employees must complete a background check/check pursuant to the University of Colorado Denver Campus Background Investigations policy. Students may not begin working until the student has successfully passed a background check.

\*If working off campus, an additional [Work Authorization Form](#) (WAF) may be required.

To properly set up new student employees in HCM, and avoid delays in HR and Employee Services processing, the department should review all paperwork and documentation carefully. Employers must complete and verify all supporting documentation for the I-9 form. The department should inform student employees to complete their W-4 and direct deposit information in the portal.

Off-campus student employment hiring documentation requirements, guidance, and resources can be found [here](#).

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## Student Employment Compensation

Effective January 1, 2025, the Denver Metro Minimum wage has been increased to \$18.81 per hour.

Student employees cannot be paid below the minimum wage standard, which is specified in the Student Employment Pay Rate Structure (see below) and dictated by State and Federal regulation.

Established pay rates are the standard for each student professional level and is the recommended market range for the associate student employment level, but Schools/Colleges/Units have the discretion to work within the standard ranges to meet internal equity and budget.

Student employees must be paid at or above the State or Federal minimum wage, whichever is higher at any given time. Established pay rates are recommended for each level of student employment, based on current market data, internal incumbent data that follows the current [Equal Pay for Equal Work Act](#) computation method.

If a student is being paid a fixed fee for a project, the hours to complete the project must be considered when calculating the payment total to ensure the wages are at or above the minimum wage standard.

More information on the Colorado minimum wage is available on the [Colorado Department of Labor](#) website.

### Colorado State Equal Pay for Equal Work Act

The Equal Pay for Equal Work Act (C.R.S. § 8-5-101 et seq.), signed into law by the Colorado Governor on May 22, 2019, and effective January 1, 2021, amends Colorado law to provide new wage discrimination and employer provisions. The law prohibits wage discrimination by requiring that an employer shall not discriminate between employees on the basis of sex, or on the basis of sex in combination with another protected status, by paying an employee of one sex a wage rate less than the rate paid to an employee of a different sex for substantially similar work (based on a composite of skill; effort, which may include consideration of shift work; and responsibility), regardless of job title. A wage rate differential is permissible if at least one of the following factors accounts for the entire wage rate differential: a seniority system, a merit system, a system that measures earnings by quantity or quality of production; the geographic location where the work is performed; education, training or experience to the extent that they are reasonably related to the work in question; or travel, if the travel is a regular and necessary condition of the work performed.

The Act requires the employer to keep records of job descriptions and wage rate history for each employee for the duration of employment plus two years after the end of employment. It also requires providing notice of job openings and promotional opportunities, including the hourly or salary rate or range, and a general description of all the benefits and other compensation offered to the hired applicant. The law prohibits using pay history for prospective employees by requiring that an employer shall not seek the wage rate history, or rely on the

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wage rate history, of a prospective employee to determine a wage rate. Discrimination or retaliation against a prospective employee for failing to disclose wage rate history is prohibited.

### Satisfactory Academic Progress (SAP)

Federal and state financial aid rules and regulations require students to maintain Satisfactory Academic progress (SAP), to be eligible to earn their work-study awards. This progress is assessed at the end of each semester as soon as grades are finalized. There are three types of violations:

1. Grade Point Average
2. Completion Rate
3. Overall attempted credit hour limit

The Student Employment Office will attempt to notify each employer if a student becomes ineligible to earn their award due to a violation of the SAP standards. Once notified, the student either will stop working for your department or will need to be set up as an hourly student and your department will be responsible for paying 100% of their hourly wage.

Students may appeal their SAP status if they had extenuating circumstances for being in violation of SAP. If a student's financial aid eligibility is reinstated, the Student Employment Office will notify employers as soon as possible, so that students may resume earning their work-study.

### Student Employment Pay Rate Structure

Position Classification	Jobe Code	Minimum Wage	Maximum Wage
Student Assistant I	4101	\$18.81	\$19.21
Student Assistant II	4102	\$18.81	\$20.12
Student Assistant III	4103	\$18.81	\$21.03
Student Assistant IV	4104	\$18.81	\$21.95
Student Assistant V	4105	\$18.81	\$22.86
Student Assistant VI	4106	\$18.81	\$23.78
Off Campus Student Assistant	4201	\$18.81	\$24.69
General Assistant – Graduate Level	1501 / 1502	\$18.81	\$24.69
Teaching Assistant – Graduate Level	1506	\$18.81	\$24.69
Research Assistant – Graduate Level	1505	\$18.81	\$24.69
PT Instructional - Graduate Level	Varies	\$18.81	Varies
Stipends	Varies	\$18.81	Varies

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## Federal Work Study Employees

### Eligibility

To be eligible for work-study during the academic year and summer semesters, a student must submit the Free Application for Federal Student Aid (FAFSA) and receive a work-study award as part of their financial aid package. Priority is given to students who apply and complete all requirements early. The FAFSA must be submitted each year and can be filed as early as October 1 of the preceding year.

Once awarded, students must maintain their financial aid eligibility throughout the semester. Students who drop below the required number of credit hours or withdraw during a semester may only earn work-study funding through their last day of attendance. If a student continues working after becoming ineligible, the employing department will be responsible for 100% of the students' earnings.

### Enrollment Requirements

- **Undergraduate** students eligible for FWS funding must be enrolled in at least six (6) credit hours, half-time status, for each Fall and Spring semester.
- **Graduate** students eligible for FWS funding must be enrolled in at least three (3) credit hours, half-time status, for each Fall and Spring semester. Courses taken need to apply to a student's program to be eligible for work study funding
- **Professional** Students eligible for FWS funding must be enrolled in at least five (5) credit hours, , for each Fall and Spring semester. Courses taken need to apply to a student's program to be eligible for work study funding
- All FWS student employees who are graduating may only work up to the last day of classes and/or finals week.
- Any FWS student employees who are graduating may not earn work- study funding past the last day of classes. Please note, the last day of classes/finals week may be different from the end date of the pay period.
  - o In the case of a work-study student who will be graduating in the summer, **the student cannot work past June 30<sup>th</sup>**, of a given calendar year. The student will no longer be eligible for work-study funding after this date.

### FWS Multiple Positions

- Student employees may work multiple jobs, but the Student Employment Office does not recommend that a student have more than four (4) active positions at the same time. In the case of work-study students, these jobs must be either multiple on-campus positions or multiple off-campus positions. A work-study student may NOT split their work-study award between one on-campus position and one off-campus position.
- The exception to this is when work-study students are employed at a single work-study job (either on or off-campus) and employed at a single hourly job (either on or off-campus).
- For a student with multiple on-campus or off-campus positions, it is the student's responsibility to inform the first (chronological) job record's supervisor that they are taking an additional position. Once informed, it is the supervisor's responsibility to contact the new supervisor to arrange a work-study split. It is still the student's and

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supervisor's responsibility to keep track of employment earnings throughout each semester and request Work-study increases as needed.

### **FWS Rights and Responsibilities**

It is the sole responsibility of each work-study recipient to understand all Financial Aid policies and remain aware of any potential changes to funding, student status, or work-study award amounts throughout the semester.

Additionally, all student employees must immediately inform their supervisor of any changes that may impact their eligibility for student employment. Students are also required to provide a copy of their class schedule and proof of their work-study award to their supervisor before the start of each semester, confirming enrollment eligibility.

Please note: Failure to fulfill these responsibilities—whether working on or off campus—may result in termination from the work-study position.

### **FWS Waitlist**

If a student is seeking work-study but was not initially awarded it by the Financial Aid Office, they may submit a Work-Study Request Form to be added to the Work-Study Waitlist. Please note that submitting this form does not guarantee work-study funding. Awards will be made on a first come, first served basis, depending on available funding.

The Student Employment Office cannot award work-study to students on the waitlist who do not have room in their financial aid budget. However, if a student has given permission to reduce their loan amounts in exchange for work-study, the Student Employment Office will take that into consideration.

Students with high Expected Family Contributions (EFCs) or those who do not receive need-based financial aid are considered No-Need students. These students may be eligible for No-Need Work-Study as funding becomes available, also on a first-come, first served basis.

If you believe you are a No-Need student and have questions about No-Need Work-Study, please contact the Student Employment Office at: [studentemployment@ucdenver.edu](mailto:studentemployment@ucdenver.edu).

### **FWS Cancellation Policy**

Please note that work-study is never guaranteed and may be reduced or cancelled at any point throughout any given semester. For students who do not earn any portion of their work-study award, the Student Employment Office will be cancelling work-study awards during the following time throughout the Fall and Spring semesters:

- Fall Semester – October
- Fall/Spring Transition – December
- Spring Semester – March

In addition to the above cancellation dates, the following are also reasons work-study may be cancelled:

- Additional grants or scholarships are awarded to a student, after initial packaging, which causes an over-award

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- SAP – Satisfactory Academic Progress
- Student was not enrolled in at least 6 credit hours throughout the entirety of a semester
- Student withdraws from the University
- Students who have graduated

Please contact the Student Employment Office at [studentemployment@ucdenver.edu](mailto:studentemployment@ucdenver.edu) if there are any questions regarding work-study cancellation policies.

### **FWS Off Campus Work Authorization Form (WAF):**

All off-campus work-study employees, along with their off-campus supervisors must complete and submit a Work-Study Authorization Form at the beginning of each semester (preferably two weeks before the semester's first payroll start date).

Off-campus work-study employees MAY NOT BEGIN WORKING until the Student Employment Office has received the students WAF, and the off-campus supervisor has received the Work-Study Confirmation email from the Student Employment Office.

Any hours worked before the Work-Study Confirmation email has been received will be charged at 100% to the employer.

### **FWS Charges to Departments**

Each department employing FWS eligible students will be charged 25.5%, on top of and/or in addition to, a work-study employee's earnings each month. The University will make these charges to an employment department's speed type monthly. Please ensure that the work-study student employees' Funding Distribution panel is set up with the correct speed type, which the employing departments would like this charge to come out of.

*Please note:* The departmental speed type(s) should account for 100% of the students funding (ensuring that multiple funding sources add up to 100%) in the Funding Distribution panel.

### **Student "Hourly" Employees**

Academic Calendars are updated yearly. Please refer to the [CU Denver Academic Calendar](#) website for exact dates for Fall, Spring, and Summer terms.

**Scheduled work hours for all student employees (Work-Study and Student Hourly) must not conflict with students' class schedule or academic progress.**

Employers should make sure that students are not working during the times they are scheduled to be in class. Please note, Undergraduate and Graduate FWS employees may NOT be paid with work-study funding, if hours are clocked during a student's class time. In cases when students report hours worked while they were scheduled to be in class, the employer should have documentation in the student's file regarding the extenuating circumstances that allowed them to work during this class time.

Student employees who exceed the established work hour limits (an average of 30 hours per week or 130 hours per month) may become eligible for employee health benefits under the Affordable Care Act (ACA). Employee Services will notify the student and their primary supervisor of such eligibility within 30 days of the determination.

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### Fall and Spring Semester Eligibility

- Students must be enrolled under a “Degree Seeking” Status. “Non-Degree Seeking” enrollment, such as certification-only enrollment or auditing courses, does not qualify for student job code eligibility. This applies for both Undergraduate and Graduate level students.
- Undergraduate students must be enrolled in at least six (6) credit hours for each Fall & Spring semester to be eligible for employment.
- Graduate Students must be enrolled in at least three (3) credit hours for each Fall & Spring semesters to be eligible for both hourly and FWS employment.
- SUMMER TERM: While no minimum credit hours are required, both undergraduate and graduate level students not enrolled in three (3) credit hours for the summer term must be enrolled in **both** the previous Spring semester and the upcoming Fall semester, as Degree-Seeking, to be eligible for Summer employment.
- The maximum number of hours a student employee may work during active Fall or Spring Semesters is 25 hours per week, or 50 hours per biweekly payroll period, while classes are in session.
  - o It is recommended by CU Denver Human Resources and The Student Employment Office that student employees work no more than 20 hours per week, with a combined 40 hours per biweekly payroll period, while classes are in session.
- Student timesheets cannot exceed 40 hours in one week, or 80 hours in a biweekly payroll period.
- While classes are not in session (e.g., winter break), students can work up to 40 hours per week, or 80 hours per biweekly payroll period.

*Please Note:* Exceptions to the above enrollment requirements may be granted with the approval of the vice chancellor or Dean responsible for the unit where the student is employed, in consultation with the HR Director, when the request for an exception is submitted in writing.

### Summer Terms

- If a student is not enrolled in courses during a Summer term, they may work up to 39 hours per week, or 78 hours per biweekly payroll period. However, if a student is enrolled in Summer courses, the maximum number of hours they may work is 25 hours per week, or 50 hours per biweekly payroll period.
- Student timesheets cannot exceed 40 hours in one week, or 80 hours in a biweekly payroll period.
- In the case of a work-study student who will be graduating in the summer, the student cannot work past June 30. The student will no longer be eligible for work-study funding after this date.

### Graduating Students

Undergraduate and Graduate level students may not work under Student Employees’ job codes in the terms (Summer, Fall, and Spring) following their graduation date, as they are no longer enrolled students.

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Students will have until the end of the associated payroll deadline, to have their appointment terminated.

For example, the Spring 2025 semester graduation date is May 17, 2025, which falls within a payroll deadline. The deadline is May 24, 2025, which will be the last eligible day that graduated students can work under a Student Job Code.

If Graduated students would like to continue in their roles, they may petition their School/College/Unit to hire them back as temporary or contract employees, following all necessary hiring procedures for those position types.

### International Students

In accordance with the US Citizen and Immigration Service ([USCIS](#)) regulations, international students may not work more than 20 hours per week—in total, regardless of the number of positions—while classes are in session during the Fall and Spring semesters. During the Summer term, and when the University is on an official break and/or no classes are in session, international students may work on campus in a student hourly position, up to, but not more than, 40 hours per week. Additional employment for international students is prohibited under federal regulations [8 CFR 214.2 (f)(9)(i) and at 22 CFR 62.23 (g)(2)(iii)].

### Multiple Positions

All campuses and System Administration of the University of Colorado and all departments, colleges, centers, divisions, or other degree or non-degree units are considered one employer under Internal Revenue Service rules.

Students working in more than one position at a University of Colorado campus and/or System Administration are required to:

- Disclose current CU Employment at the time of application for any subsequent CU jobs. Should the student employee be offered additional jobs, the student must inform their other supervisor(s) and gain their approval prior to accepting any offer.
- The first department currently employing a student is the primary department. The student supervisor in the department will be considered the supervisor of record.
- Additional disclosure to the supervisors is required any time the student employee changes positions.
- The “Hourly Regulations” noted above govern the total number of hours a student employee can work between all their appointments on campus/at System. Students must work with their employers to ensure they do not exceed the maximum number of hours for a given period.

### Break Time Regulations

Students working for long or specific amounts of time are entitled to break time.

Breaks should not be taken at the beginning or the end of the work period and are not cumulative. Breaks should be taken at times when they will not place an undue burden on the department. Employers and students can view the [Colorado Department of Labor and Employment's](#) regulations for breaks and meal periods.

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- A student working a consecutive four-hour work period can be given **one (1) 15-minute break with pay.**
- A student working more than five hours is entitled to **one (1) 30-minute lunch break without pay.**
  - o It is recommended that students take this meal break of at least 30 minutes if they work more than 5 hours.
- A student working a full eight-hour day can be given up to **two (2) 15-minute breaks with pay and a 30-minute lunch break without pay.**

### **Holiday(s) & Designated Campus Closures**

Student employees are not permitted to work during official bank holidays or designated campus closures. These periods are considered institutional non-working days, during which university facilities may be closed or operate with limited access, and supervision may not be available. In alignment with university policy and to ensure the safety and well-being of all student workers, no work hours should be scheduled or performed during these times.

Exceptions to this policy may only be made with prior written approval from the Student Employment Office and the relevant department supervisor and must include a clear justification and plan for appropriate supervision.

Additionally, FWS students are prohibited to work on student breaks and on official holidays when the University is closed. However, if a supervisor's office must remain open during an official holiday or during the student's break, a student is permitted to work if a supervisor is present. Work-study students cannot receive higher pay for work performed on a holiday.

### **Overtime and Benefits Eligibility**

Student hourly employees are considered non-exempt under the provisions of the Fair Labor Standards Act (FLSA); thus, student hourly positions are eligible for overtime payment. However, employers need to discuss with students(s) that overtime must be pre-approved, pre-determined, or agreed upon at time of shift; failure to follow this may be grounds for termination of student employment. All overtime must have prior approval by the student's direct supervisor.

If employers have students who are working multiple jobs, it is the responsibility of the department(s) and of the student employee to monitor the total hours worked each week across all jobs. If the total hours worked in the week are greater than forty (40) hours, then the department where the student employee works **the 41st hour** is required to pay the overtime. Departments should work out ahead of time who will be responsible for paying the overtime or agree to share the overtime charges. Please make sure students are aware of these overtime requirements when working in multiple departments.

**Please note:** Any earnings over a student's work-study award will be paid 100% by the employment department. The Student Employment Office will attempt to notify departments and employers when their students are running out of funds; however, it is ultimately the students and supervisors' responsibility to keep track of work-study earnings and awards throughout the semester. Furthermore, it is the sole responsibility of the student to be aware of possible funding and status changes, along with any work-study award reductions to their Financial Aid

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throughout a semester. It is also the sole responsibility of the student to immediately inform their supervisor of any changes which can affect their work-study award and employment eligibility.

Students are **not eligible/entitled to fringe benefits**, and they cannot receive benefits in exchange for work such as retirement, vacation, snow days, unemployment and/or paid holidays. Colorado law, the [Healthy Families and Workplaces Act](#), requires employers to provide paid sick leave to their employees at a rate of 1 hour of sick leave for every 30 hours worked. The university has opted to calculate this sick leave coverage at roughly .034 hours accrued per hour worked, instead of having 1 full hour accrued only after 30 hours have been worked.

Students who accrued sick leave as an employee are not eligible for cash/gift payout upon separation.

### Over Payment

The collection of unearned wages paid in error to an employee is required by State Fiscal Rules, Chapter 9: Payroll, Rule 9-5, effective July 1, 2024. For more information, please visit the [Fiscal Rules website](#).

Whenever an overpayment of wages has occurred, the employing department must complete the Notice of Overpayment Adjustment form. For this form as well as more detailed information on overpayments to University employees, please see the [Employee Services Procedure for Overpayment](#).

### Jury Duty

In accordance with the Code of Colorado Regulations, student employees who are called to serve jury duty are entitled to compensation. Students are paid their actual hourly rate for any normally scheduled work that occurs during the first three (3) days of jury duty served.

**Compensation for jury duty must be paid 100% out of departmental hourly funds even if they are FWS eligible.**

If the student receives any jury pay from the court, they are not required to turn in hours to the University to receive regular pay. Students must notify their supervisor immediately that they must attend jury duty and should provide supervisors with documentation from the court indicating the dates that they served jury duty. For more information regarding this policy, please [click here](#).

### Time Entry Regulation

Supervisors of students are responsible for facilitating time collection within their departments through the Departmental Personnel Payroll Liaison (PPL). The Student Employment Office is responsible for managing the time entry process for all Off- Campus Work-Study Employers (including students working in MSUD/CCD/AHEC/UCH/etc.).

Students must complete bi-weekly time records listing time in & time out for each day worked. The hours reported on these time records must then be entered onto HCM Time Collection Pages.

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- The signed hard copy of the time record must be kept on file with the employment department for a minimum of 3 years, though the Student Employment Office recommends 5 years.
- Departments with contracts and grants are required to retain records for 3 years, though the Student Employment Office recommends 5 years, from submission of final expenditure reports on all contracts and grants.
- For work-study students, federal and state programs require departments to obtain the time record for 3 years, though the Student Employment Office recommends 5 years, from the end of the award year.

**Please note:** Students are to be paid only for hours worked; they are not paid for snow days or administrative days that are paid non-working days for university staff. Employers cannot pay a student for anticipated hours. Supervisors must review the time record for accuracy to verify that the student is reporting the correct time.

Supervisors and students CANNOT hold hours in anticipation of a work-study award. Students must be paid hourly, until the date the work-study has been awarded.

Supervisors and students must adhere to the time collection deadlines and facilitate time collection with the Department Personnel Payroll Liaison (PPL). Time Collection deadlines are available on the [CU Denver | CU Anschutz Human Resources payroll calendar](#) and the [Student Employment Office](#) (SEO) bi-weekly payroll calendar.

### Managing Student Time Records

- Keep time sheets or timecards (if using an automated system) in one location where only the supervisor has access to them. Student employees should be given access only when they sign/punch in and out. Time worked may be entered into the leave portal in lieu of the above.
- Students should sign/punch in and out on their time record daily, at the time they enter and/or leave their shift. This includes breaks and lunches.
  - o Do not have students prefill or post fill time records either at the end of a pay period or other weekly/monthly record. This should eliminate any errors.
- Make sure students have a supervisor that is aware of and can verify the student employee time in and time out. An appropriate person should be designated to sign off on the time record in the supervisor's absence (e.g. on vacation or sick leave). Employers should notify the student employee who the backup person will be for the department in the event of their regular supervisors' absence.
- State Procedure P-3-35 states Time worked must be recorded in 15-minute units (round to the nearest quarter hour). Example: if a student punches in at 7:11 employers should round the time to 7:15 and they left at 4:25 – round the time to 4:30. Using these rounded figures, the student worked 9.25 hours for the day.
  - o \*15 minutes = .25 of an hour
  - o \*30 minutes = .50 an hour
  - o \*45 minutes = .75 of an hour

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### FWS Time Collection

All FWS student employees are solely responsible for completing and submitting their time sheets to their supervisor by the *Timesheet Due Date*, indicated on the [Student Employment Bi-Weekly Payroll Calendar](#) and the CU Denver | CU Denver payroll calendar.

All timesheets must be signed by the student employee and approved by the supervisor before the hours can be submitted. Late timesheets may delay processing of pay. Late timesheets will be processed by the PPL when they are received and pay should be processed during the next eligible pay cycle, including off-cycle if available.

In the case of **off-campus work-study employees**, all signed and completed timesheets should be email to the Student Employment Office at [studentemployment@ucdenver.edu](mailto:studentemployment@ucdenver.edu).

### Student Employee Termination

Students are “at will” employees; this means the hiring department can terminate a student at any time. Student employees may also be terminated for performance-related or disciplinary reasons, such as:

- Lack of satisfactory work performance or attendance
- Falsifications of timesheet/misreporting of hours worked
- Releasing of restricted information
- Theft
- Unauthorized or fraudulent use of equipment and/or property
- Violation of University policies and procedures
- Failure to self-disclose post-employment criminal convictions or felony charges
- Violation of university Drug and Alcohol policies

If your department discovers the reporting of fraudulent information by a student employee, it's recommended that you submit a report through [Internal Audit](#). If the student has a work-study award, you should forward their name to Student Employment. You can also contact the Office of Student Conduct & Community Standards and the CU Denver Police Department, who may each do their own investigations.

In addition, a student employee may be terminated for reasons of budget constraints, (non)completion of project, lack of work, and other such valid reasons unrelated to job performance. It is recommended, if possible, that reasonable (approximately two weeks) notice be given in advance of a student's last working day.

**Before terminating a student**, CU Denver Human Resources and the Student Employment Office require:

- Counseling: The student should be informed of the unsatisfactory performance or behavior and given an opportunity to correct it. You should be specific about what you expect from the student. If the students think they need more training, arrange a training schedule.
- Documentation: Keep a record of all attempts to talk to or contact the student, and specifically what you have asked the student to do, in-order to correct the unsatisfactory

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performance/behavior. After two weeks, evaluate the student again, and document the results.

If the student's performance continues to be unsatisfactory after counseling and a reasonable opportunity to improve, the student may be terminated. When possible, departments should provide a two-week written notice prior to terminating a student with cause, except in cases of flagrant, willful violation of University or agency rules, or in cases where the student has been told in counseling attempts that the next occurrence of a behavior will result in termination.

Contact UCDenver's Office of Human Resources (303-315-2700) with any questions regarding guidance student employee termination for cause.

### Check-Out Notification

At the time of termination, employers must immediately inform Employee Services of the student termination and request that, within 6 hours, a hand drawn check must be processed for the hours worked by the terminated student. You can find the Hand-drawn Warrant Request form [here](#). Please make sure that the student has filled out their time sheet, including signature, for the hours worked during the pay period at the time of termination.

Each student who is terminated, for resignation or other reason, must have a [Check-Out Notification](#) filled out if the student is no longer attending or employed by the university. Please check with the students(s) before submitting the form to ensure that they are not employed in another department or still enrolled in courses.

Student employees cannot be utilized as personal assistants and should complete duties as described within their job description. If a student employee feels as though they were terminated unjustly, treated unprofessionally, or discriminated against by an employer, they may contact the Student Employment Office to discuss the issue and their rights as student employees at: [studentemployment@ucdenver.edu](mailto:studentemployment@ucdenver.edu) or 303.315.1842, and contact the [Office of Equity for concerns of discrimination or harassment](#).

## Student Retirement Policy

Federal law requires Undergraduate student employees to be enrolled in a minimum of 6 credit hours, and Graduate student employees a minimum of 3 credit hours, for the term in which they are employed to be exempt from the Colorado Student Retirement Plan. To comply with the Revenue Reconciliation Act of 1990, the following students are REQUIRED to enroll in the Student Retirement Plan, The Teachers Insurance and Annuity Association of America-College ([TIAA Cref](#)).

### Undergraduate Student Employees

- Academic Year: Students enrolled in less than 6 credits for the academic year (Fall & Spring), will be subject to student retirement.
- Summer: Students enrolled in less than 6 credits for the summer (total credit hours of all summer terms), will be subject to student retirement.

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- Student employees whose normal work schedules are 40 or more hours per week (across all jobs with the University) will be subject to student retirement, regardless of the number of credits in which they are enrolled.

### Graduate and Professional Student Employees

- Academic Year: Students enrolled in less than 3 credit hours for the academic year (Fall & Spring), will be subject to student retirement.
- Summer: Students enrolled in less than 3 credits for the summer (total credit hours of all summer terms), will be subject to student retirement.
- Student employees whose normal work schedules are 40 or more hours per week (across all jobs with the University) will be subject to student retirement, regardless of the number of credits in which they are enrolled.

**Exemption** - If the Graduate student employee is in the last academic term of a course of study and is enrolled in the number of credit hours needed to complete the degree requirements, the student will qualify for exemption from the Student Retirement Plan for that academic term, even if the student employee is enrolled in less than the number of hours stated above.

**Exemption** - Dissertation or thesis - a Graduate student employee who has completed all the academic classes required for the advanced degree, and whose remaining enrollment consists of the dissertation or thesis, will be considered as a Graduate student with half-time status for purposes of the Student Retirement Plan.

**PLEASE NOTE:** All student employees who are enrolled in high school, trade school, or any school other than the University of Colorado, are subject to the Student Retirement Plan.

To find additional information regarding the University of Colorado Student Employee Retirement Plan Policy, please [click here](#).

To find additional information regarding Social Security publications, including information about exceptions to each provision above, please visit the [SSA website](#).

## Student Unemployment Eligibility

Employment eligibility requirements differ by state, and as such, student unemployment eligibility also varies. There are specific eligibility requirements and application procedures that must be followed in order to get [Colorado unemployment benefits](#).

Unemployment benefits are a **temporary** partial income replacement. Because the benefits are not long term, it will benefit you to look for new work and have a plan in place to be able to support yourself.

### Eligibility Requirements

Colorado State Eligibility requirements include the following items:

- Are (or were) a traditional employee whose employer takes taxes out of your paychecks and reports your income on a W-2 tax form.

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- Earned at least \$2,500 in wages in Colorado during a 12-month period, called the "base period."
- If you worked outside of Colorado during those periods, you would need to file a claim in the state you worked in.
- Are currently unemployed or are working fewer than 32 hours a week and earning less than the weekly amount that unemployment benefits pay.
- Can work and available to work.

If you are concerned or have questions about your eligibility for unemployment, please reach out to the Employee Relations office at [WorkplaceEngagement@ucdenver.edu](mailto:WorkplaceEngagement@ucdenver.edu).

## Required Student Employment Trainings & Policies

### Student Hourly Employees' Rights and Responsibilities

Student employees handle reviewing all the Employment Policy and Student Employee Information and Policy sections of this handbook. If a student employee does not understand or has questions regarding any portion of these sections, please ask your supervisor or contact the Student Employment Office at: [studentemployment@ucdenver.edu](mailto:studentemployment@ucdenver.edu) or (303) 315-1842.

It is the sole responsibility of ALL STUDENT EMPLOYEES to immediately inform their supervisor of any changes which may affect their student employment eligibility. Students must provide a copy of their class schedule to their supervisor before the start of each semester, demonstrating enrollment eligibility.

**PLEASE NOTE:** Neglecting these responsibilities by any student hourly employee may be considered grounds for termination.

It is also the sole responsibility of every student employee to:

- Notify their supervisor, their department HR, and Employee Services, of any personal information changes (i.e. name changes, address changes etc.)
- Notify Employee Services of any changes to direct deposit information and update direct deposit information on the portal in a timely manner.
- Notify their supervisor and University Risk Management of any [work-related injury](#) within 10 days of an accident (See Workers Compensation Section).
- Notify and report to their supervisor and the Office of Equity any incidences of sexual misconduct.

### FERPA-Family Educational Rights and Privacy Act

[FERPA](#) is a federal law designed to protect the privacy of educational records, to establish the right of students to inspect and review their education records, and to provide guidelines for the protection of inaccurate and misleading data through informal and formal hearings. Student employees are protected by FERPA guidelines. Keep issues regarding a student employee private, just as you would for permanent employees.

To find additional information regarding FERPA guidelines, please visit the [Office of the Registrar's website](#).

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### FAMLI Leave

Based on Colorado Law, Student employees pay into and may be eligible for FAMLI wage replacement insurance for qualifying events that meet the criteria for FAMLI leave.

- FAMLI leave can be used by all employees who reside in Colorado, including student employees.
  - Employees are eligible for CU FAMLI payments on day one of employment. Employees receive job protection through CU FAMLI after 180 days of employment.
- Employees are allowed 12 weeks of partial wage replacement through CU FAMLI per 12-month period.
- Employees may be eligible for CU FAMLI benefits for several reasons, which include:
  - caring for a child as the result of birth, adoption, or foster care placement.
  - caring for a family member with serious health condition.
  - caring for your own serious health condition.
  - managing a family member's military deployment.
  - to obtain safe housing, care or legal assistance in response to intimate partner violence, stalking, sexual assault, or sexual abuse.

### FAMLI Portal

Employees can apply for CU FAMLI Leave through the employee portal:

1. Login to [my.cu.edu](https://my.cu.edu).
2. Select **Forms** the **CU Resources Home** dropdown menu.
3. Select the **Collaborative HR Services** tile.
4. Select the **CU Leave Benefits** tile.
5. Select the **Leave Self-Service** tile.

### HIPAA-Health Insurance Portability and Accountability Act

The [HIPAA Privacy Rule](#) regulates the use and disclosure of individually identifiable health information and gives individuals the right to determine and restrict access to their health information. The HIPAA Security Rule requires that reasonable and appropriate technical, physical, and administrative safeguards be taken with electronic individually identifiable health information. Specifically, ensuring the confidentiality, integrity, and availability of all electronic protected health information created, received, maintained, or transmitted.

To find additional information regarding HIPAA guidelines, please [click here](#).

### Non-Discrimination Statement

The University will provide reasonable accommodations to applicants with disabilities throughout the employment application process. To request an accommodation pursuant to the Americans with Disabilities Act, please contact the Human Resources ADA Coordinator at [workplaceengagement@ucdenver.edu](mailto:workplaceengagement@ucdenver.edu).

The University of Colorado Denver is committed to recruiting, retaining, and promoting diverse faculty and staff. The university strives to promote a culture of inclusiveness, respect, communication and understanding. We encourage applications inclusive of race, color, national origin, sex, age, disability, creed, religion, veteran status, marital status, political affiliation,

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political philosophy, pregnancy or related conditions, sexual orientation, gender identity and gender expression.

The University of Colorado is committed to diversity and equity in education and employment.

For more information, please see the University's Administrative Policy Statement [here](#).

### **Sexual Misconduct Policy**

The University of Colorado Denver Campus is committed to fostering a positive learning, working, and living environment. The University will not tolerate acts of sexual misconduct or related retaliation against or by any employee or student in its educational programs and activities.

For more information, please see the "Sexual Misconduct" policy in its entirety [here](#).

If you need to report sexual harassment or other forms of sexual misconduct, or if you have any questions regarding sexual harassment or the Sexual Misconduct policy, please contact the [Office of Equity](#) or call 303-315-2567.

### **Obligation to Report**

To take appropriate corrective action, the University must be aware of sexual misconduct or related retaliation. Therefore, anyone who believes that s/he has experienced or witnessed sexual misconduct or related retaliation should promptly report such behavior to the Office of Equity or any supervisor. Any supervisor who experiences, witnesses, or receives a written or oral report or complaint of sexual misconduct or related retaliation shall promptly report it to the [Office of Equity](#).

### **Retaliatory Acts**

It is a violation of University policy to engage in retaliatory acts against any employee or student who reports an incident of alleged sexual misconduct, or any employee or student who testifies, assists, or participates in a proceeding, investigation or hearing relating to such allegations of sexual misconduct.

Students and employees who believe they have been retaliated against because of testifying, assisting, or participating in a proceeding, investigation, or hearing relating to an allegation of sexual misconduct, should meet with and seek the advice of [Office of Equity](#) whose responsibilities include handling retaliation.

### **Drugs and Alcohol Information**

The University of Colorado Denver Campus complies with the federal Drug Free Schools and Communities Act. The University of Colorado Denver Campus does not allow the unlawful manufacture, dispensation, possession, use, or distribution of a controlled substance (illicit drugs and alcohol) of any kind and of any amount. These prohibitions cover any individual's actions which are part of University activities, including those occurring while on University property or in the conduct of University business away from the campus.

It is a violation of University policy for any member of the faculty, staff, or student body to jeopardize the operation or interests of the University of Colorado with the use of alcohol or

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drugs. Sanctions that will be imposed by the University of Colorado for employees who are found to be in violation of this policy may include expulsion and/or termination of employment. Compliance with this policy is the standard of employment for all employees.

### **Drug and Alcohol Counseling, Treatment and/or Rehabilitation Resources**

- Downtown Campus employees and students may contact the Student and Community Counseling Center at 303 -556-4372, Tivoli, Room 454, for confidential information and/or referrals. The CU Denver Health Promotion and Engagement Coordinator, (303)315-4009, provides educational and awareness programming, information, and assistance for CU Denver students. Employees may contact the Colorado State Employee Assistance Program 303-866-4314 for confidential services.
- Anschutz Medical Campus employees and students may contact the counseling network at 303-315-8159 or 720-848-9094, or their respective school student affairs offices for referral information.

To view the University's Annual Notification of Drug-Free Schools and Colleges [Edgar Part 86] in its entirety, [here](#).

### **Work Related Injury / Workers' Compensation**

All work-related injuries must be reported to University Risk Management (URM) within 10 days of the accident, pursuant to section 8-43-102 (1) and (1.5), CRS. Students working off-campus MUST report any incidents to the Student Employment Office at [studentemployment@ucdenver.edu](mailto:studentemployment@ucdenver.edu) or 303.315.1842 within 1 day of the accident, at which time it will be forwarded to the appropriate authorities.

This policy statement describes the Workers' Compensation coverage available to student employees of the University of Colorado. A student who is solely attending classes, and not working for the University, is not considered an employee and is ineligible for workers' compensation benefits.

To be covered by Workers' Compensation (WC) the student must be considered an employee or "be involved in a bona fide\* cooperative education or student internship program sponsored by an educational institution for the purpose of providing on-the-job training for students." Section 8-40- 302(7) (a), C.R.S.

### **After-Injury Process**

- Employees are injured, onsite, while on work time.
- Employee reports injury immediately to their supervisor.
  - o If an emergency, an employee is taken by ambulance to the hospital.
  - o If not an emergency, employees are taken or take themselves to the Designated Medical Provider ("DMP") of their choice.
- DMP treats employees.
  - o Follow up care must be through the DMP.
- DMP determines if an employee can return to work without restrictions, return to work with restrictions, or must remain off work.
- DMP gives paperwork to employees to give to supervisors.
- The supervisor reviews paperwork and determines if modified duty is available.

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- Supervisor or employee completes [University Workers' Compensation Claim](#) paperwork online.
- Claim is assigned to a claims adjuster from University Risk Management (URM).
- URM sends claim information packet to the employee.
- Any specific questions about the claim should be directed to the claims adjuster.

### **Employee's Responsibilities in case of Injury**

- Report injury immediately to your supervisor.
- Complete paperwork ([online injury report](#)).
- Select the DMP you choose for treatment and make an appointment or walk in if available.
- Follow instructions from DMP – medications, restrictions, treatment, etc.
- Attend all medical appointments.
- Ask questions.

### **Supervisor's Responsibilities in case of Injury**

- Remind employees and direct reports to report injuries immediately via the [URM website](#).
- Monitor to be certain the injury is reported.
- Keep track of time off work. Call URM or your payroll liaison with questions.
- Communicate with the employees, managers, your department HR, URM, etc. as needed.
- Comply with restrictions as written by the DMP.
- Identify if there are duties the employee can perform within restrictions.
- Report any safety violations or other concerns to URM.

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### University Risk Management (URM) Responsibilities in case of Injury

- Provide basic information and education.
- Handle the claim and explain things to the employee.

Please visit the [University Risk Management \(URM\) website](#) to find additional information and forms regarding workers' compensation.

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## Templates

### Student Letter of Offer

Please use the below "**Letter of Offer**" template when hiring a student employee.

Student Employee Name

Address

City, State Zip

Date (Day Month Year)

Dear First Name Last Name

I am pleased to inform you that you have been recommended for the (Job Title) position in (Department/Office) at the University of Colorado Denver. The starting wage for this position will be \$XX.XX per hour. The wage is based on the responsibilities assigned to you, and in accordance with the student employment job descriptions.

If applicable, include: This offer is contingent upon work-study approval.

This letter is your official offer of employment from the University of Colorado Denver, with the (Department/Office).

Please read this information carefully and confirm your acceptance of this position by signing your name below. As a condition of employment, you are subject to the rules and policies of the Regents of the University of Colorado, the Student Employment Office, and the above-named department.

This employment offer is contingent upon the successful completion of the University's background check, along with completing the I-9 form through HireRight, and providing valid, unexpired documentation.

You will be paid via direct deposit on a bi-weekly basis, based on the hours you have worked in the prior two-week period. As a student employee, you are eligible for jury duty pay but you are not eligible for, or entitled to; retirement, fringe benefits such as vacation, unemployment and/or paid holidays. As a result of the Healthy Families and Workplace Act effective January 1, 2021, you will earn .034 hours for each hour worked. The maximum accrual is 48 hours per fiscal year. The work schedule will be determined at the beginning and end of each academic semester, or on an as needed basis. As a student employee, you are an "at will" employee, meaning either you or your employer can terminate your employment at any time.

Please return or mail this letter back to (supervisor name), upon your first day of employment.

On behalf of the University of Colorado Denver and the (Department/Office), welcome to our staff.

Sincerely,

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University of Colorado **Denver**

**Student Supervisor Name Supervisor Title**

I, (**Students Name**) accept the terms of employment described in this letter of offer, by way of signature below:

Student's Signature: \_\_\_\_\_

Date:

\_\_\_\_\_

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