

COLORADO MOUNTAIN COLLEGE
2012-2013
STUDENT EMPLOYMENT HANDBOOK

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I. INTRODUCTION

The purpose of the work-study program at CMC is to expand employment opportunities for its students and to provide work experience through positions with the college. Efforts should be made whenever possible to provide job opportunities to students which relate to their academic and career goals.

CMC offers students financial assistance from state and federally funded work-study programs. Offers of employment opportunity are incorporated in a student's financial aid package and may not be made unless the student has submitted a Free Application for Federal Student Aid (FAFSA) indicating their preference for employment to the Financial Aid Office, and showing a "documented need." In certain cases funds are available for those that have applied for financial aid but are determined to not show financial need.

Because of the limited availability of funds it is very important that students who are interested in applying for college work-study do so early in the regular application cycle. This means that the FAFSA should be submitted prior to the March 31 priority deadline for the next academic year. Questions regarding application procedures and forms should be directed to the Financial Aid Office.

II. TYPES OF STUDENT EMPLOYMENT

A. Federal Work-Study and Colorado Work-Study Employment

Work-Study is a financial aid program that enables students to work and earn money that can be used to meet educational expenses. The programs are funded from state and federal sources.

Eligibility Criteria:

1. Must be enrolled at least half-time (6 credit hours) in an eligible degree/certificate program.
2. Must have been awarded work-study as a result of the timely completion and submission of a Free Application for Federal Student Aid (FAFSA). The FAFSA must be completed and eligibility determined every year.
3. Must meet Satisfactory Academic Progress Standards (SAP) as defined by the Financial Aid Office.
4. Must meet the Department of Homeland Security requirements (Appendix A).

B. No-Need College Work-Study

Funds are provided by the Colorado General Assembly to award to students who do not show an established financial need according to the FAFSA and want to earn money to meet educational costs.

Eligibility Criteria:

1. Must be a Colorado resident.
2. Must be enrolled at least half-time (6 credit hours) in a degree/certificate program.
3. Must meet Satisfactory Academic Progress (SAP) established by the Financial Aid Office.
4. Must show “no need” according to FAFSA.
5. Must meet the Department of Homeland Security requirements (Appendix A).

C. Community Service Jobs/America Reads

Students employed on-campus and in elementary schools in jobs designed to improve the quality of life for community residents, or to solve particular problems related to their needs. Also, work in service opportunities as defined in section 101 of the National and Community Service Act of 1990 is acceptable. These services include:

1. Such fields as childcare, literacy training, education (including tutorial services), welfare, social services, transportation and housing.
2. In addition, students may work in areas that provide student services, including but not limited to, jobs in the library, peer counseling, and jobs providing social and health services or tutorial services.
3. Students wishing to be employed in a “community service” job should review the “job posting” board at the job website (<http://www.cmcstudentjobs.com/ad-category/work-study/>).

III. JOB DESCRIPTIONS

The Financial Aid Office must have current job descriptions on hand at the beginning of each academic year (Position Announcement/Job Description Form,

Appendix B). In the 2012-2013 academic year students will be paid \$10.12 per hour.

IV. RESPONSIBILITIES OF THE SUPERVISOR

The primary responsibilities of the supervisor are to:

1. Interview and hire the student worker.
2. Complete the Student Employment Eligibility Sheet (Appendix D) on behalf of the student.
3. Establish and provide adequate supervision, training and support to the student employee.

More specifically, supervisors are asked to assume the following responsibilities.

1. Ensure completion of HR paperwork:
 - a. Supervisors must have a potential student worker complete the CMC Status Information Form as the initial step in the hiring process.
 - i. If the student has worked (in any capacity) for CMC in the past 12 months, a new hire packet need not be completed.
 - ii. If the student has NOT worked (in any capacity) for CMC in the past 12 months, supervisors are responsible for making certain the student completes the entire CMC New Hire Packet for Part Time/Adjunct staff. This packet can be found at MyCMC, College departments, Human Resources, HR Documents, New Hire Packet – Part Time and Adjunct. Once completed, the supervisor is responsible for making certain the entire packet is returned to Human Resources (HR).
 - iii. A student cannot begin employment unless the completed packet is submitted to HR.
2. Establish regular work schedules.
 - a. Supervisors are asked to work with the student, taking into consideration the student's class and vacation schedule, to establish a regular work schedule. A student worker MUST NOT be assigned work hours during a scheduled class time. Expectations must be made clear to the student in regard to adherence to the schedule with each student employee. Supervisors are asked to keep in mind that the student's schedule may need to be adjusted each semester to conform to their new class schedules. The supervisor should inform potential

student employees if adjustments to the work schedule are not possible. Student may work no more than 20 hours a week.

3. Monitor gross earnings for all terms.
 - a. All recipients of work-study will be limited to specified gross earnings for each eligibility period. This amount is listed on the student's Financial Aid Award letter and eligibility sheet. After students have earned their maximum award for the semester they are not eligible for further earnings until the next semester.
4. Manage, review and submit time sheets.
 - a. Supervisors have the responsibility to sign all Statement of Hours Worked (Appendix E, Time Sheet) and verify their accuracy. Time sheets must be complete before the supervisor signs. The time sheets must list:
 - i. The time the student clocked in each day
 - ii. The time the student clocked out each day
 - iii. The total hours for each day
 - iv. The weekly total hours
 - v. The total hours for the pay period
 - vi. The account number
 - i. Please round time off to the closest quarter hour. The supervisor must initial all changes.
 - b. Supervisors are responsible for timely collection and submission of time sheets. Time sheets must be:
 - i. Collected (completed and signed) after the student works on the 15th and the last day of the month. Timesheets MUST be reviewed, approved, signed, scanned and emailed to the financial aid office no later than 5 pm on the 16th or the 1st, as appropriate.

(Please refer to the attached part-time payroll schedule)
5. Supervise student workers:
 - a. Supervisors should realize that work-study/student employment is, in fact, a job, not a grant. It is reasonable to assume that students will behave and perform as responsible employees. Students are expected to earn their award. While "on the clock" student employees are prohibited from:
 - i. Doing homework
 - ii. Reading for pleasure
 - iii. Texting/Talking on phone (any phone) for personal business

- iv. Playing any kind of computerized game
- v. Using the CMC computer for anything other than assigned responsibilities
- vi. Engaging in extended personal conversations with friends and acquaintances in the workplace
- vii. Any other behaviors not directly related to work assignments.

Supervisors are responsible for making certain these behaviors are not displayed by student workers. If there is no work for the student, they need to be clocked out.

- 6. Supervisors will complete a Work-Study Employee Evaluation Form (Appendix F) and return it to the Financial Aid Office at the end of one month employment, 3 months employment, and when a student leaves the job before the end of the semester.

V. STUDENT RESPONSIBILITIES

- 1. The student employment programs are designed to help you earn a portion of your college expenses while giving you valuable work experience. You may not earn more than the amount listed on your Award Letter and/or the Student Employment Eligibility Sheet.
- 2. Students must identify an employer, be hired, and begin working no later than the end of the **second** week in September or **your Employment Award will be cancelled.**
- 3. You must be making Satisfactory Academic Progress to participate in the student employment programs.
- 4. This is an employment opportunity. You will be paid only for hours actually worked. You may not work more than 20 hours in any one week unless you obtain prior written approval from the Financial Aid Office.
- 5. It is your responsibility to coordinate your work schedule with your supervisor and to meet it to the best of your ability.
- 6. If you will be unable to work, it is expected that you will notify your supervisor in advance.
- 7. You are a representative of the College; therefore, your demeanor should be in accordance with your supervisor's request.

8. Your position is the same as any other job. The lack of performance or attendance is justifiable cause for your dismissal.
9. You will be paid twice a month. It is your responsibility to sign your time sheets and have your supervisor sign them before submitting them to the financial aid office. Time sheets must be completed, signed and submitted to the financial aid office on the 16th or the 1st of the subsequent month, as appropriate. If your time sheet is not signed by both you and your supervisor and returned to Financial Aid by the proper due date, you will not be paid until the following pay period. If time sheets are not submitted on time for two payroll periods, it is cause for dismissal from the work study job.
10. It is imperative that your time sheets be prepared accurately. Apparent inconsistencies will be checked and action taken if evidence of falsification exists.
11. Once you have accepted a job you are expected to remain on that job until your allocation has been earned. If however, you do decide to terminate your employment, you are expected to give your supervisor two-week's notice.
12. If you interview for a job, but are not hired by the employing department, you should return to the Financial Aid Office for another referral.
13. You must submit a new needs analysis document (FAFSA) and be declared eligible each year.
14. Your job placement is only effective for the period on your Financial Aid Award notification and employment eligibility sheet. Even if you continue in the same position during the next award period (academic year) you must report to the Financial Aid Office for reassignment to that department.
15. It is your responsibility to keep the Financial Aid Office and Human Resources/Payroll aware of your current address and phone number.
16. You must place a permanent mailing address on your W-4 form.

VI. HIRING PROCEDURE

1. Departments/Schools wishing to hire students are required to submit a Position Announcement Form to the Financial Aid Office for each job title. These job descriptions will remain on permanent file in the Financial Aid Office.

2. Whenever an employer has an opening for a student, the employer must submit a Student Employment Request Form to the Financial Aid Office for each job title.
3. When requesting a specific student for a position list his/her name in the area provided on the Request for Student Employee. Student must request work on the FAFSA form, show eligibility and apply in a timely manner. Availability of funds is a determining factor.
4. Job descriptions may be revised by submitting a new Position Announcement/Job Description form. Jobs will remain posted during the award period (the academic year) or until they are filled.
5. Referral and Hiring Process:

The Financial Aid Office has the responsibility of referring eligible students to the appropriate persons for interview. Actual hiring is the privilege and responsibility of the department supervisor. Students will find the job openings posted in a place designated by their campus financial aid office. When the student finds a position he/she is interested in applying for, he/she will contact the Financial Aid Office for a Student Employment Eligibility Sheet. The top part of the eligibility sheet will be completed by the Financial Aid Specialist, and given to the student to take to the prospective supervisor.

This eligibility sheet gives the student's eligible earning limitation and the time frame for authorization and account number that will be used for the Student Hourly Time Sheet. The eligibility sheet is to be completed and signed by the Supervisor and the student and returned to the Financial Aid Office if the student is hired.
6. Prospective student employees cannot be interviewed unless the student has a Student Employment Eligibility Sheet.
7. Supervisors must make certain the entire New Hire – Part-Time/Adjunct employment packet is completed **according to all instructions** and submitted to Human Resources before the student is allowed to begin work.

VII. WORKLOAD

Students are awarded a certain amount each semester to be earned during that period. It is the supervisor's responsibility to monitor earnings so an overpayment does not occur. The following formula can be used in planning how many hours a week the student should work to earn his/her award:

EXAMPLE

<u>Award</u> <u>Period</u>	<u>Wage Rate</u>	<u>Work</u>
\$1750/SEM	\$10.12/HR	15 Weeks

* Award divided (\$1750) by Work Period (15 weeks) = Amount Student can earn per week.

* Divide weekly earnings (\$116.67) by Wage Rate (\$10.12) = Hours per week student must work to earn scheduled award (11.53).

Variances from the weekly schedule are not violations of the program, except that the student may not work more than 20 hours in one week. Experience has shown that students who accelerate their earnings are often unable to budget funds over the full time period, and find themselves short of the needed funds at the end of the academic period. Also, the hiring location may find themselves without needed help at the end of the award period.

VIII. STUDENT HOURLY TIME SHEETS

A copy of the time sheet becomes part of the official records at the Financial Aid Office and is required for audit purposes. Times clocked in, times clocked out, actual hours worked, as well as summary of daily hours is required. Please record hours worked to the nearest quarter hour. If you arrive at work at 10 minutes past the hour, start the day at fifteen minutes past, or if you arrive at work at 5 past the hour, start the day on the hour. **UNDER NO CIRCUMSTANCES ARE YOU TO WORK DURING A SCHEDULED CLASS PERIOD ACCORDING TO YOUR REGISTRATION SCHEDULE even if you have the time available due to a class cancellation. (Time sheets must be signed by the student and the supervisor, scanned, and emailed to finaid@coloradomtn.edu on the 16th of the month, and the 1st of the subsequent month, as applicable per pay period.)** The payroll periods end on the 15th of the month, and the last day of the month respectively (please refer to

the attached part-time payroll schedule). All hours worked for that period must be entered on the time sheet at the end of work on that date. The time sheet must then be submitted immediately to the supervisor. If a student or supervisor will not be at work on that particular day, prior arrangements **must** be made. If a time sheet is late or incorrect, you may not be paid until the next pay period. Incorrect time sheets will be returned to the Supervisor.

IX. PAY PERIODS

Pay periods end the 15th of the month and the last day of the month. For the work period ending the 15th of the month, students will receive their checks on the last day of the month. For payroll periods ending the last day of the month, checks will be received on the fifteenth of the following month.

Please refer to the attached part-time payroll schedule.

X. TERMINATIONS

Reasons for Terminations

By Employer:

Listed below are some reasons your employment can be terminated.

Employment can be terminated for reasons other than those listed.

1. Unsatisfactory work
2. Inappropriate behavior on the job, such as doing homework, texting, personal phone calls, etc.
3. Lack of funds
4. Conflict of class and work schedule
5. Failure to report to work without calling in
6. Student is irresponsible
7. Student falsifies time worked
8. Physical violence
9. Insubordination
10. Theft

By Student Employee:

1. You may transfer once while participating in the College Work Study (CWS) program without question if another position is available and you notify the previous supervisor. In addition, if the supervisor and student have differences that cannot be resolved, the Advisor/ Specialist can authorize a transfer. All information will be documented and any subsequent requests will be carefully reviewed.
2. Conflict of class and work schedule.

Disciplinary Procedure:

Listed below are disciplinary procedures, which may be used by the supervisor:

- A. Warning: Supervisor counsels student in an effort to correct the situation. Supervisor must document action taken, and forward a copy to the Financial Aid Office.
- B. Probation: You must be notified in writing with a copy to the Financial Aid Office. You are to be given another chance and the supervisor is asked to closely monitor you for at least one month or no longer than the completion of the semester. At that point, a memo from the supervisor to the Financial Aid Specialist/Advisor documenting improvement may negate the complaint.
- C. Referral: You are referred to the Financial Aid Office. The Director of Financial Aid may recommend that you be dropped from the student employment program or transferred.

If allegations are serious enough, i.e. theft, physical violence, the Specialist/Advisor with direction from the Director of Financial Aid may recommend that you be dropped from the CWS program without going through the above procedure.

XI. COMMONLY ASKED QUESTIONS

There are a number of questions that are frequently raised regarding work-study/student employment regulations and practices. The following questions and answers attempt to anticipate some of your information needs. Additional questions, which you may have, are welcome, and should be directed to the Financial Aid Office.

Q: Can a supervisor fire a student?

A: Yes. The supervisor is not obligated to provide you with a job if the performance is not satisfactory. Likewise, a supervisor may layoff student employees if there is not enough work to keep the student busy on a regular basis (see Termination Policy). Supervisors must be able to defend the basis for termination if and when such actions are challenged. If you are terminated from your position, the earning potential stays with you and the Financial Aid Office will attempt to help you find a new job.

Q: May I earn more than has been approved on the Student Employment Eligibility Sheet?

A: No. The eligibility sheet specifies the maximum amount that you may earn. Your earning schedule will be monitored to ensure that you do not work beyond the approved limit or past the last day of finals.

Q: Are student employment earnings taxable?

A: Yes. You need to carefully review the instructions on the W-4 form to determine the appropriate tax status for you.

Q: Will work-study earnings have to be reported when I apply for financial aid next year?

A: No. Although this is taxable income that is included on the tax return that is submitted to the IRS, it is a need based financial aid award that is not included when reporting previous year income on the FAFSA. See Question 43c on the FAFSA.

Q: Are there limitations on the type of work I can be asked to do?

A: Yes. Your supervisor cannot ask you to do personal tasks such as typing personal correspondence, running personal errands, etc. The work assigned must be necessary for the operation of the department or office and must directly support its function.

Q: If I earn my award may I start earning next semester's award?

A: No. The awards are prorated to allow you to budget for each semester.

Q: Can I qualify for a job if I do not show a financial need according to the need analysis form?

A: Yes. Each campus has a limited amount of funds for no-need students. Contact the Financial Aid Specialist on your campus for additional information.

Q: When is the first day I can start to work?

A: You can start earning student employment dollars the first day of class for the semester, provided all Human Resource (HR) paperwork is complete, accurate, and submitted to the HR office.

Q: If I do not earn my total award can I apply the unused amount to the subsequent semester?

A: Yes. With permission from the Financial Aid Office on campus or at the Central Services Office in Glenwood Springs. Note: unused monies cannot transfer across award years.

Q: What information is a Supervisor allowed to share with individuals calling for references on former work-study employees?

A: The supervisor can only give dates of employment and position held unless the supervisor has a signed release from you, the student, to discuss any other information related to your employment.

**Colorado Mountain College
FINANCIAL AID OFFICE
SCHEDULE OF PAY PERIODS 2012-2013**

Fall Only

August 2012 through December 2012

PAY PERIOD	TIME SHEET DUE DATE	PAY DATE
August 16 to August 31	September 6	September 14
September 1 to September 15	September 19	September 28
September 16 to September 30	October 3	October 15
October 1 to October 15	October 18	October 31
October 16 to October 31	November 5	November 15
November 1 to November 14	November 19	November 30
November 15 to November 30	December 5	December 14
December 1 to December 13	December 14	December 28
December 14 to December 31	January 4	January 15

***Pay period has been shortened due to the Thanksgiving Holiday.**

****Pay period has been shortened due to the Christmas Holiday.**

Spring Only

January 2013 through May 2013

PAY PERIOD	TIME SHEET DUE DATE	PAY DATE
January 1 to January 14	January 18	January 31
January 15 to January 31	February 5	February 15
February 1 to February 15	February 20	February 28
February 16 to February 28	March 5	March 15
March 1 to March 15	March 20	March 29
March 16 to March 31	April 3	April 15
April 1 to April 15	April 18	April 30
April 16 to April 30	May 3	May 15
May 1 to May 15	May 20	May 31

Above dates are subject to change.

August 2012