

COLORADO MOUNTAIN COLLEGE
2012-2013
STUDENT EMPLOYMENT
SUPERVISOR'S GUIDE

- I. Introduction
- II. Types of Student Employment
 - A. College Work-Study
 - B. No-Need Work-Study
 - C. Community Service Jobs/America Reads
- III. Job Descriptions
- IV. Responsibilities of the Supervisor
- V. Student Responsibilities
- VI. Hiring Procedure
- VII. Workload
- VIII. Student Hourly Time Sheets
- IX. Pay Periods
- X. Terminations
- XI. Commonly Asked Questions
- XII. HR Forms:
 - A. Student Work Study New Hire Paperwork Checklist
 - B. Student Employment Eligibility Sheet
 - C. Employee Form I-9 and Instructions
 - D. Colorado Affirmation Form and Instructions
 - E. Pre-Employment Authorization Forms (Background Research, Inc.)
 - F. Status Information Sheet
 - G. Paycheck Distribution Form
 - H. Direct Deposit Authorization
 - I. Form W-4 and Instructions
 - J. Race/Ethnicity Form
 - K. Student Work Study Timesheet
 - L. Network & E-mail Access Authorization
 - M. Appropriate Use of Technology Policy & Acknowledgement
 - N. FERPA Act & Employee Acknowledgement
 - O. New Employee Orientation Acknowledgement
 - P. Worker's Compensation Physician & Clinic List and Disclosure
 - Q. CMC General Safety Rules
 - R. New Employee Orientation Worksheet

I. INTRODUCTION

The purpose of the work-study program at CMC is to expand employment opportunities for students and to provide a 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 and State 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 program is funded from state and federal sources.

Eligibility Criteria:

1. Must be enrolled at least half-time (6 credit hours) in a 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.

B. No-Need College Work-Study

Funds provided by the Colorado General Assembly 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.

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. Faculty and staff desiring work-study positions should submit a Request for Student Employee form and attach a detailed job description to that form. If all of the positions are the same, then you may use one form and indicate the number of students you may need. In the 2012-2013 academic year students will be paid \$10.12 per hour. Note: submitting a “job request” does not guarantee that the position will be filled.

IV. RESPONSIBILITIES OF THE SUPERVISOR

The primary responsibilities of the supervisor are to:

1. Request a student worker, and provide a detailed job description for the position(s).
 - a. This must be submitted every year.
2. Interview and hire the student worker.
3. Complete the Student Employment Eligibility Sheet on behalf of the student.
4. 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 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
 - vii. The student's signature
 - b. Please round time off to the closest quarter hour. The supervisor must initial all changes.
 - a. 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.
 - ii. 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.
 1. Please refer to the attached part-time payroll schedule.
 - iii. If time sheets are not submitted according to this schedule, after the second occurrence, the supervisor is at risk for losing the position, and the student can be assigned to a different work area.

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 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 the student earn a portion of their college expenses while giving them valuable work experience. A student may not earn more than the amount listed on their Financial Aid 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 **the Employment Award will be cancelled.**
3. The student must be making Satisfactory Academic Progress to participate in the student employment programs.
4. This is an employment opportunity. The student will be paid only for hours actually worked. He/she 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 the student's responsibility to coordinate their work schedule with you and to meet it to the best of their ability.
6. If he/she will be unable to work, it is expected that he/she will notify you in advance.

7. He/she is a representative of the College; therefore, his/her demeanor should be in accordance with your request.
8. The student's position is the same as any other job. The lack of performance or attendance is justifiable cause for dismissal.
9. Students are paid twice a month. It is the student's responsibility to sign their time sheets and have you sign them before submitting them to the Financial Aid Office.
 - a. 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 the time sheet is not signed by both the student and you and returned to Financial Aid by the proper due date, he/she will not be paid until the following pay period.
 - b. 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 time sheets be prepared accurately. Apparent inconsistencies will be checked and action taken if evidence of falsification exists.
11. Once the student has accepted a job, they are expected to remain on that job until the allocation has been earned. If however, the student decides to terminate employment, he/she is expected to give you two-week's notice.
12. When the student interviews for a job, but is not hired by the employing department, they should return to the Financial Aid Office for another referral.
13. Every student must submit a new needs analysis document (FAFSA) and be declared eligible each year.
14. Job placement is only effective for the period on the Financial Aid Award notification and Employment Eligibility Sheet. Even if he/she continues in the same position during the next award period (academic year), they must report to the Financial Aid Office for reassignment to that department.
15. It is the student's responsibility to keep the Financial Aid Office and Human Resources/Payroll aware of their current address and phone number.
16. The student must place a permanent mailing address on their 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, each year. These job descriptions will be posted on cmcstudentjobs.com.
2. Whenever an employer has an opening for a student, the employer must submit a Student Employment Request Form to the Financial Aid Office each job title. (When a position is created, a Position Announcement Form is required. When a vacancy exists in a position that has previously been filled, only the Student Employment Request Form is necessary.)
3. When requesting a specific student for a position list his/her name in the area provided on the Request for Student Employee.

Note: requesting a specific student does not guarantee his or her employment. 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. If you wish to retract a job, call the Financial Aid Office. Jobs will remain posted during the award period (the academic year) or until they are filled. Student Employment Request Forms may be submitted at any time during the year, but jobs which are posted during the course of the academic year may not be so easily filled as those which are submitted at the beginning of the term.
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 of supervisor. Students will find the job openings posted on cmcstudentjobs.com. 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. IMPORTANT: You should make a copy of the eligibility sheets so you can reference the account number for use on the time sheet.

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 should not be interviewed unless the student has a Student Employment Eligibility Sheet.
7. Supervisors must [ensure](#) that all HR forms are completed and submitted to

finaid@coloradomtn.edu. This must be done prior to a student starting work. See "Ensure completion of HR paperwork" in Section IV of this document.

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

Award	Wage Rate	Work Period
\$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, summary of daily hours, as well as student & supervisor signatures is required. Please record hours worked to the nearest quarter hour. If the student arrives at work at 10 minutes past the hour, start the day at fifteen minutes past, or if they arrive at work at 5 past the hour, start the day on the hour.

UNDER NO CIRCUMSTANCES IS A STUDENT TO WORK DURING A SCHEDULED CLASS PERIOD ACCORDING TO YOUR REGISTRATION SCHEDULE, even if the student has 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, the student may not be paid until the next pay period. Incorrect time sheets will be returned to the Supervisor.

Please remember to check the part-time payroll schedule for holiday pay period changes in November & December.

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.

Please remember to check the part-time payroll schedule for holiday pay period changes in November & December.

X. TERMINATIONS

Reasons for Terminations

By Employer:

Listed below are some reasons a student's employment can be terminated. Employment can be terminated for reasons other than those listed. If you wish to terminate a student, contact the Financial Aid Office who must review a current evaluation prior to taking action.

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. Failed 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. A student may transfer once while participating in the College Work Study (CWS) program without questions if another position is available and the student notifies 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.
- B. Probation: The student must be notified in writing with a copy to the Financial Aid Office. The student is given another chance and the supervisor is asked to closely monitor the student 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: The Student is referred to the Financial Aid Office. The Director of Financial Aid may recommend the student 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 the student 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. You are not obliged to provide the student with a job if the performance is not satisfactory. Likewise, you may layoff student employees if you do not have enough work to keep them 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. You should realize that if you fire a student you might not always be able to hire a replacement depending upon the availability of funds and eligible students. Remember that the funds have been obligated to a particular student; if you fire that student, the earning potential stays with her/him and the Financial Aid Office helps the student find a new job.

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

A: No. The eligibility sheet specifies the maximum amount that the student may earn. The student's earning schedule should be monitored to ensure that the student does not work beyond the approved limit and does not work past the last day of finals.

Q: May the student be paid from department funds after the work-study limit has been earned?

A: No.

Q: Are student employment earnings taxable?

A: Yes. The student needs to carefully review the instructions on the W-4 form to determine whether or not conditions exist that meet "exemptions from withholding" requirements.

Q: Will work-study earnings have to be reported when the student applies 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 Worksheet C on the FAFSA.

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

A: Yes. The supervisor cannot ask a student 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 a student earns his/her award may they start earning next semester's award?

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

Q: Can a student qualify for a job if they 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 a student can start to work?

A: Students can start earning student employment dollars the first day of class for that semester.

Q: If a student does not earn their total award can they apply the unused amount to the subsequent semester?

A: Yes. With permission from the Financial Aid Office on campus or 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: You can only give dates of employment and position held unless the supervisor has a signed release from the student to discuss any other information related to the student's employment.

Q: Where does the supervisor send the Student Hourly Time Sheet (SHTS)?

A: 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.

