



UNIVERSITY OF
DENVER

Office of Financial Aid
Office of Student Employment

Work-Study Student Handbook

2009-2010

Office of Student Employment
University Hall 210
2197 S. University Blvd.
Denver, CO 80208
Ph: 303.871.7892 | Fax: 303.871.2341
Email: stuemp@du.edu
www.du.edu/studentemployment

Table of Contents

2009-2010 WORK-STUDY CALENDAR	4
CONTACT LIST	5
WORK-STUDY PROGRAM	6
COMMUNITY SERVICE WORK-STUDY PROGRAM	6
GRADUATE WORK-STUDY REQUIREMENTS	7
UNDERGRADUATE WORK-STUDY REQUIREMENTS	7
WORK-STUDY POLICIES AND PROCEDURES	8
Work-Study Awards	8
Award Increase, Cancellation, or Reduction	9
Work-Study Job Description	9
A Note about Work-Study Job Duties	9
Pay Rates	10
Earnings and Limits	10
New Hire Paperwork	10
Incomplete Paperwork.....	11
Period of Employment	11
Employment in the Summer	11
Graduation	11
Volunteering at Work.....	12
Work Hours	12
Breaks.....	12
Overtime.....	12
Payroll Calendar	13
Timesheets	13
Paychecks	13
Direct Deposit.....	13
Tax Information	14
WORK-STUDY EMPLOYEES	15
New Student Orientation	15
National Student Employment Appreciation Week.....	15
Student Employee of the Year	15
Satisfactory Academic Progress	15
FROM THE OFFICE OF HUMAN RESOURCES	16
Equal Opportunity / Anti-Discrimination	16
Drug and Alcohol Policy.....	16
Workplace Violence	16
Workplace Violence Procedures	16

FROM THE DEPARTMENT OF RISK MANAGEMENT	19
Workers' Compensation Procedure	19
Driving Procedures	19
RESOURCES FOR WORK-STUDY STUDENTS	20

2009-2010 Work-Study Calendar

July 6	First day of Work-Study employment (student must be registered for fall term)
September 24	Student Employment Off-Campus Part-Time Job Fair
October 15	Deadline for undergraduate students to secure Work-Study employment
January 31	Deadline for undergraduate students returning from study abroad to secure Work-Study employment
March 1	Financial Aid priority deadline for incoming students
April 1	Financial Aid priority deadline for continuing students
April 12-16	National Student Employment Appreciation Week
May 20	Last day of 2009-2010 Work-Study employment (College of Law)
June 3	Last day of 2009-2010 Work-Study employment (main campus)
June 20	Last day of 2009-2010 Work-Study employment (summer enrolled)
July 5	First day of 2010-2011 Work-Study employment (student must be registered for fall term)

Contact List

<p>Office of Student Employment University Hall 210 2197 S. University Blvd. Denver, CO 80208 Ph: 303.871.6792 Fax: 303.871.2341 Email: stuemp@du.edu www.du.edu/studentemployment</p>	<ul style="list-style-type: none"> • Awards Work-Study • Monitors enrollment status of Work-Study employees • Processes Work-Study paperwork • Maintains Work-Study employee files and records • Troubleshoots Work-Study award and payroll issues • Develops and manages the Community Service Work-Study program • Locates and develops jobs for the Off-Campus Job Database • Maintains the Student Employment website
<p>Office of Financial Aid University Hall 210 2197 S. University Blvd. Denver, CO 80208 Ph: 303.871.4020 Fax: 303.871.2341 Email: finaid@du.edu www.du.edu/finaid</p>	<ul style="list-style-type: none"> • Manages the financial aid application and verification process • Monitors academic progress for Work-Study employees • Assists graduate departments with the financial aid awarding process • Processes withdrawals
<p>Payroll Office Mary Reed 107-A 2199 S. University Blvd. Denver, CO 80208 Ph: 303.871.3754 Fax: 303.871.4221</p>	<ul style="list-style-type: none"> • Houses W-4s and tax exemption status • Sends out W-2s • Releases paychecks • Processes Direct Deposit Forms
<p>Human Resources Mary Reed 4th Floor 2199 S. University Blvd. Denver, CO 80208 Ph: 303.871.7420 Fax: 303.871.3656 www.du.edu/hr</p>	<ul style="list-style-type: none"> • Drug and Alcohol Policy • Anti-Discrimination Policy • Workplace violence • Offers professional development courses • Houses I-9 records
<p>Career Center Suite 30 Driscoll Center South 2050 E. Evans Ave. Denver, CO 80208 Ph: 303.871.2150 Fax: 303.871.4335 Email: career@du.edu www.du.edu/studentlife/career</p>	<ul style="list-style-type: none"> • Directs internship program • Offers career counseling • Organizes employment workshops for resume writing, interview techniques, etc. • Hosts career fair

Work-Study Program

The Work-Study program provides jobs for students with financial need, allowing them to earn money to help pay educational expenses. The program encourages community service work and work related to your course of study. Work-Study jobs are available both on and off campus. If you work off-campus, the employer will be a private non-profit organization or public agency. The work performed must be in the public interest.

Although many students qualify for Work-Study, a Work-Study award is not offered to all eligible students because funding is limited. We make a conscious attempt to support the employment needs of all University of Denver students to the greatest extent possible.

Work-Study Program Objectives:

- To assist you in meeting educational costs.
- To the maximum extent possible, provide jobs that complement and reinforce your educational program or career goals.
- To regulate employment conditions that are appropriate and reasonable according to the type of work performed.
- To raise your awareness of community service job opportunities and encourage you to get involved with local non-profit organizations and government agencies.

Community Service Work-Study Program

As a requirement of the Federal Work-Study Program, University of Denver must make students aware of community service opportunities and employ Work-Study students in community service jobs.

Find a Community Service Work-Study Job

If you are interested in applying for a Community Service Work-Study position, contact our office or visit the Student Employment website at www.du.edu/studentemployment. You not apply for a Community Service Work-Study position unless the agency is contracted with University of Denver for the 2009-2010 academic year.

AmeriCorps Service Scholarship

If you decide to utilize your Work-Study award in a community service setting, you may also be eligible for an AmeriCorps service scholarship. Often time, it will not require any extra hours or commitment, just additional paperwork and tracking of hours. It will also connect you with other DU students engaged in their community. This scholarship amount is directly related to the number of hours you work in your position:

- 300 hours = \$1,000 service scholarship
- 450 hours = \$1,250 service scholarship
- 900 hours = \$2,363 service scholarship

Please contact the [Center for Community Engagement and Service Learning](#) at 303.871.2876 or email engage@du.edu for additional information.

Graduate Work-Study Eligibility

To qualify for a Work-Study award, a graduate student must:

- be a U.S. citizen, permanent resident, or eligible non-citizen as determined by the Free Application for Federal Student Aid (FAFSA),
- submit a FAFSA (if flagged for verification, additional documents will be required), and
- demonstrate financial need.

The Office of Financial Aid requires graduate students to be enrolled **half-time** (4 credit hours per term) to be eligible for Work-Study. Graduate students enrolled in “Continuous Enrollment” are also eligible for a Work-Study award. The Work-Study job is available for only one academic year; every student must re-apply annually. Students may only retain one Work-Study position at a time, and may not utilize both Work-Study funds and a GTA or GRA waiver within the same quarter or semester. Benefitted staff members may not utilize a Work-Study award in addition to their current position.

Undergraduate Work-Study Eligibility

To qualify for a Work-Study award, an undergraduate student must:

- be a U.S. citizen, permanent resident, or eligible non-citizen as determined by the FAFSA,
- submit a FAFSA (if flagged for verification, additional documents will be required), and
- demonstrate financial need.

The Office of Financial Aid requires undergraduate student to be enrolled **full-time** (12 credit hours per term) to be eligible for Work-Study. The Work-Study job is available for only one academic year; every student must re-apply annually. Students may only retain on Work-Study position at a time. Staff members may not utilize a Work-Study award in addition to their current position.

Work-Study Policies and Procedures

Work-Study Awards

The total Work-Study award depends on when the student applied, the level of need, and the funding level available at the time the student applied. Work-Study is need-based and awarded on a first-come, first-served basis. The standard award amount is **\$3,000** for continuing undergraduate students and **\$2,500** for incoming undergraduate students. For graduate students, the standard award amount is **\$5,000**. The maximum Work-Study award for an undergraduate student is **\$6,000**. The maximum Work-Study award for a graduate student is **\$10,000**.

For newly awarded students, all Work-Study funds are distributed on a first-come, first-served basis to those who met the priority deadline:

Priority Deadline for New Students: March 1st

Priority Deadline for Continuing Students: April 1st

In mid-May, awarding began for continuing students. Students who submitted a complete financial aid application by April 1st were given priority during the awarding process. Work-Study funds were awarded to:

1. Students who posted earnings for a Work-Study award in the previous year and submitted a complete financial aid application by the priority deadline (April 1st), neediest students first.
2. Students who did not receive Work-Study in the previous year, submitted a complete financial aid application by the priority deadline (April 1st) and indicated on the FAFSA that s/he would like Work-Study, neediest students first.

Because Work-Study is a highly competitive financial aid award, there are not enough funds to award all students that show financial eligibility. In order to accommodate additional requests, a student can ask to be placed on a Work-Study waitlist. However, we cannot guarantee that the Office of Student Employment will have the funds to award all additional requests. Employment is an excellent financing option and students can still work even if they do not receive Work-Study funds. Contact the Office of Student Employment for more information regarding these options.

Loan Changes

If you are awarded Work-Study through the waitlist process, a loan change may be required. There are two common Work-Study awarding scenarios which require loan changes. In the first scenario, the student does not demonstrate financial need. If the student does not demonstrate need, it may be possible to reduce the student's **Subsidized Stafford Loan**. In the second scenario, the student's financial aid package has reached the student's Cost of Attendance (COA). If the student has reached the COA, then it is possible to reduce the student's **Private Loan, PLUS Loan, or Unsubsidized Stafford Loan**.

Students must contact the Office of Financial Aid to authorize loan changes. In this situation, please note that you may not begin working until the loan has been reduced. It can take up to four weeks to process a loan change.

Award Increase, Cancellation, or Reduction

Award Increase

If a supervisor expects that the student will earn more than their award during the year, then the supervisor and student can fill out the *Work-Study Award Increase Form* to request more money. The supervisor and student will be notified by the Office of Student Employment when the award increase is processed. Award increases are contingent on a variety of factors pertaining to the student's award, as well as the amount of Work-Study funding left. Not all award increases will be processed due to these restrictions.

In order to receive a Work-Study award increase, you may need to request a loan change after the disbursement date, in which case the student may need to return loan funds. Students are responsible for contacting the Office of Financial Aid to receive a loan reduction. The loan reduction can take up to four weeks to process.

Award Cancellation

Work-Study awards will be cancelled if:

- The award is not accepted by July 1.
- The student does not find a job by October 15th. Students studying abroad in the fall quarter will have until January 31st.
- The student no longer demonstrates financial need.

Reduction

If students receive an additional scholarship or grant, request a loan, or make a loan change, the Work-Study award will be reduced by any amount necessary to prevent awards that exceed gross need. Work-Study award reductions occur frequently for undergraduate students, thus students and supervisors should anticipate an award change.

Work-Study Job Description

A job description is a written document which describes the duties of the job and the skills and knowledge a successful candidate will need to be hired for the position. Every employee needs a job description so that they clearly understand the nature of their role within the unit. The *Work-Study Job Description* template can be found on the Student employment website.

Supervisors hiring for Work-Study positions are responsible for submitting the *Work-Study Job Description* through our online database system to recruiting for the position.

A Note about Work-Study Job Duties

At University of Denver, student employees perform a variety of job duties. The Work-Study job is an entry level position for most first and second year undergraduate students. Entry level positions include answering phones, clerical errands, filing, and basic data entry. Many third year, fourth year, and graduate students have already mastered these skills and can perform advanced job duties which include supervising other student employees, graphic design, managing special projects, and creating training manuals. It is the responsibility of the supervisor to recognize if their student employee is ready to assume more responsibility.

Work-Study Pay Rates

Department of Education regulations state that pay must be determined according to the type of work performed. In past academic years, Work-Study pay rates have been based on student class level. While level of education is an important factor in the hiring process, it does not provide a comprehensive evaluation of the prospective employee's abilities or the variation in job duties from employee to employee. It is not acceptable to base the pay rate on need or on any other factor not related to the student's skills or job description. Students performing jobs comparable to those of other employees should be paid comparable pay, whether the other employees are students or regular employees. Supervisors determine the appropriate rate of pay assigned to the student's job description.

Work-Study Earnings and Limits

It is the responsibility of the student and supervisor to monitor earnings and ensure the student does not earn more than their authorized award amount. The Office of Student Employment monitors every pay cycle closely to ensure that the student does not earn more than they are eligible to be paid. When a student earns over your award amount, the Office of Student Employment will correct the overage by charging the department's FOAP provided on the *Work-Study New Hire Form* and terminating the Work-Study position.

To calculate the number of hours per week a student can work, maximizing his/her award, use the following formulas:

$$\frac{\text{Total Work-Study Award}}{\text{Rate of Pay}} = \text{Total Hours of Eligibility}$$
$$\frac{\text{Total Hours of Eligibility}}{\text{Number of Weeks Employed}} = \text{Number of Hours per Week}$$

New Hire Paperwork

All paperwork should be submitted to the Office of Student Employment in University Hall 210. Forms are available for download on the Student Employment website.

- **Background Checks:** Work-Study employees are required to complete a background check. Each background check MUST be completed prior to the student working any hours. As long as the student does not take an extended leave from school (120 days or more), each background check will be effective for the student's entire course of study.
- **New Hire Form:** This form must be completed by the student and direct supervisor and returned to the Office of Student Employment prior to the student's first day of work. The form is required every academic year for all Work-Study employees.
- **Job Description:** Departments are responsible for attaching a hard copy of the job description to the *New Hire Form* for all new hires even it is "on file" with our office.
- **I-9:** As mandated by the Immigration Reform and Control Act of November 6, 1986, University administration is required to verify the identity and work eligibility of all employees. Photocopies of the documents used for the I-9 verification must be attached. Employees will not be placed on University payroll until this paperwork has been received.

- **Affirmation Statement:** As mandated in House Bill 1017, the law requires employers to take additional steps in verifying work authorization for all new hires. In addition to completing an I-9 on each new employee, you must also complete the Affirmation Statement and attach appropriate documentation.
- **W-4:** The Office of Student Employment requires a new, original W-4 for each new hire. Departments are responsible for issuing the W-4 to each student.
- **Confidentiality Agreement:** This will be available on WebCentral after the student has been hired. Once logged in, click on the “Employee” tab and then “Du Employee Additional Online Action Items” on the left side of the screen.
- **Direct Deposit:** Students are encouraged to enroll in Direct Deposit. If they choose not to enroll in Direct Deposit, then their paychecks will be housed at the Payroll office. Direct Deposit is the student’s best option for being paid promptly.

Incomplete Work-Study Paperwork

Incomplete forms will *not* be processed. If the form is incomplete, the Office of Student Employment will notify the appropriate departmental contact. Paperwork received after 4 p.m. Monday prior to time entry is not guaranteed to be processed before the end of the pay period.

Period of Employment

Students must pay the bulk of their education costs in the beginning of each period of enrollment. To provide the opportunity to earn wages before incurring education costs, the Office of Financial Aid allows students to earn Work-Study wages to cover expenses for the next period of enrollment. The next period of enrollment is usually the next term, including summer term, or in the case of summer earnings, fall term. Work-Study employment begins as early as July 6 and end the last day of exams in the spring quarter (main campus). The law school begins July 6 and ends the last day of exams in the spring semester. You must budget appropriately if you would like to work during July and August as these dollars will come from next year’s award.

First-year students are required to register for fall term before beginning Work-Study employment. The Work-Study appointment is temporary and ends by the last day of finals in spring term each year.

Work-Study Employment in the Summer

The Office of Student Employment does not have a formalized Summer Work-Study program. However, we recognize that there may be a need for a student to work over the summer break. The last day for a student to utilize their 2008-2009 Work-Study award is June 3, 2010. If the student is enrolled at least half-time (4 credits for graduate students, 6 credits for undergrads), the student may continue to utilize their 2008-2009 Work-Study award until June 20, 2010.

If a student is awarded a Work-Study award for 2009-2010, he or she may begin working as early as July 6, 2009, provided they are enrolled in classes for the fall quarter. If an incoming student would like to begin working over the summer, the department can sign a contract that states, in the event the student does not attend DU in the fall, the department will assume responsibility for all earnings. The contract may be requested from the Office of Student Employment.

Graduation

If a student graduates, the last day of finals for that term is the last day a student may work.

Volunteering at Work

The Fair Labor Standards Act of 1938, as amended, prohibits the University of Denver from accepting voluntary services from any paid employee. Work-Study employees may not volunteer hours at their Work-Study job. If a student is participating in a "Service Learning" course and the Work-Study Program, they may not volunteer and work for the same agency.

Work Hours

The University of Denver has the philosophy that academic success comes first. To ensure this, full-time students are encouraged to work no more than 20 hours per week while classes are in session. During University breaks, students may work 37.5 hours per week.

Work-Study employees are not permitted to work on University holidays. However, if the office remains open and the supervisor is present, then the student is permitted to work. Work-Study employees do not receive a higher wage for work performed on a holiday.

Breaks

Where required by law and in certain situations where the University deems appropriate, the University permits employees to have a paid 10-minute rest period every four (4) hours worked. Departments do not have to permit the employees to leave the premises for the break. At the supervisor's discretion, the lunch period may be considered the break, if it falls within the four hour time frame.

A meal period of not less than thirty minutes (off duty, unpaid time) is required if an employee work for a period of no more than five hours. When a work period of not more than six hours will complete the day's work, the meal period shall be optional. If for some reason an employee is required to remain in the work area all day (e.g. to answer phone calls, handle walk-in inquiries, etc.), an "on duty" meal period will be permitted, which shall be paid time and counted as time worked for overtime purposes.

<u>Hours</u>	<u>Break Time</u>	<u>Paid or</u>
<u>Worked</u>		<u>Unpaid</u>
4	10 minutes	Paid
5	30 minutes	Unpaid
6	60 minutes	Unpaid

Overtime

It is not recommended that a Work-Study employee work more than 37.5 hours per week. However, if a student works more than 40 hours in a work week, the student will be compensated at time and a half, but the department will be billed for all hours over 37.5 hours.

Payroll Calendar

Department Time Entry opens every other Friday at noon and closes at 4:00 p.m. the following Monday. Timesheet deadlines may vary when holidays occur. Please refer to the [online Payroll Calendar](#) and contact your timekeeper to understand early timesheet deadlines.

Pay Period	Start Date	End Date	Pay Date
BW 15	7/6/09	7/19/09	7/24/09
BW 16	7/20/09	8/2/09	8/7/09
BW 17	8/3/09	8/16/09	8/21/09
BW 18	8/17/09	8/30/09	9/4/09
BW 19	8/31/09	9/13/09	9/18/09
BW 20	9/14/09	9/27/09	10/2/09
BW 21	9/28/09	10/11/09	10/16/09
BW 22	10/12/09	10/25/09	10/30/09
BW 23	10/26/09	11/8/09	11/13/09
BW 24	11/09/09	11/22/09	11/27/09
BW 25	11/23/09	12/06/09	12/11/09
BW 26	12/07/09	12/20/09	12/25/09

Pay Period	Start Date	End Date	Pay Date
BW 1	12/21/09	1/3/10	1/8/10
BW 2	1/4/10	1/17/10	1/22/10
BW 3	1/18/10	1/31/10	2/5/10
BW 4	2/1/10	2/14/10	2/19/10
BW 5	2/15/10	2/28/10	3/5/10
BW 6	3/1/10	3/14/10	3/19/10
BW 7	3/15/10	3/28/10	4/2/10
BW 8	3/29/10	4/11/10	4/16/10
BW 9	4/12/10	4/25/10	4/30/10
BW 10	4/26/10	5/9/10	5/14/10
BW 11	5/10/10	5/23/10	5/28/10
BW 12	5/24/10	6/6/10	6/11/10

Timesheets

Students should turn in timesheets to the direct supervisor by noon on Fridays so that Department Time Entry may be processed. As a student, your signature on the timesheet indicates that you have worked all of the hours reported. Please ensure all areas are filled in and the hours are added correctly, not exceeding daily or weekly allowances.

If your supervisor submits new hire paperwork after the hiring deadline for the pay period and you submit a timesheet, the timesheet will be delayed until the following time entry. You should anticipate a delay in receiving your first paycheck.

Paychecks

Work-Study employee paychecks are *not* available to individual departments. You will have three options for receiving your paycheck:

1. Every Work-Study employee is eligible to enroll in Direct Deposit (see below).
2. If you do not enroll in Direct Deposit, then you can pick up your paycheck from the Payroll Office on payday. You must present your Student I.D. to receive your check.
3. After three business days, the Payroll Office will mail your paycheck to your mailing address.

Any questions about your paycheck (i.e., missing hours, wrong pay rate, etc.) should be directed to the Payroll Office.

Direct Deposit

A student may enroll in *Direct Deposit* by completing the form located on the Controller's forms page, myWeb, or the Student Employment website.

Tax Information

Money earned through the Work-Study Program is subject to state and federal taxation.

- **W-4:** Federal and state tax withholding is calculated from information provided on the *W-4*. All Work-Study employees are required to submit a *W-4*. If you have questions on how to complete this form, ask your tax preparer or a parent. The Office of Student Employment does not provide you with any information about tax withholdings.
- **W-2:** Payroll will mail University employees a *W-2*. Duplicate *W-2*'s can be requested from the Payroll Office.
- **Social Security:** All University employees contribute to Social Security as a requirement of the Federal Insurance Compensation Act (FICA). However, students that are enrolled at least **half-time** are automatically exempt from paying FICA.

Work-Study Employees

New Student Orientation

New Student Orientation, known as Discoveries at DU for undergraduate students, is designed to assist first year students in making the best possible start to their experience at University of Denver. The Office of Student Employment attends Discoveries and presents an educational session for new students receiving Work-Study. At the orientation, freshmen and transfer Work-Study students receive information about the Work-Study program and instructions for finding a job. Students may begin working after attending this orientation. All Work-Study students must find a job by October 16th or the award will be cancelled.

National Student Employment Appreciation Week

Each year colleges and universities across the country recognize the importance of the student work experience during National Student Employment Week. University of Denver's Work-Study Program offers students career-enhancing opportunities, the ability to develop skills relevant in any career, and better preparation for the job market upon graduation. At the University of Denver, student employees perform invaluable services with enthusiasm, dedication, and initiative. And, supervisors should recognize student contributions to the entire campus.

Student Employee of the Year

The Office of Student Employment is encouraging each department to recognize you during National Student Employment week, **April 12 - 16, 2010**. To help raise awareness of all of the extraordinary student employees at the University of Denver, the Office of Student Employment will sponsor the University of Denver Student Employee of the Year competition. In 2009, departments across campus nominated their outstanding students for this competition. Many exceptional students and teams were nominated for their pioneering attitudes. This year, who knows...you could win!

Satisfactory Academic Progress

The Office of Financial Aid monitors academic progress on an annual basis for all students who receive aid. The Satisfactory Academic Progress (SAP) policy is located on the [Office of Financial Aid website](#).

From the Office of Human Resources

Equal Opportunity / Anti-Discrimination

Policy

The University of Denver strives to create and maintain a community in which people are treated with dignity, decency, and respect. The environment of the University should be characterized by mutual trust, freedom of inquiry and expression, and the absence of intimidation, oppression, and exploitation. People in this community should be able to work and learn in a safe yet stimulating atmosphere. The accomplishment of this goal is essential to the academic mission of the University. Therefore, the University will not tolerate unlawful discrimination or harassment of any kind.

Discrimination

- A. It is a violation of this Policy to discriminate in the provisions of educational or employment opportunities, benefits or privileges, to create discriminatory work or academic conditions, or to use discriminatory evaluative standards in employment or educational settings if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, national origin, age, religion, disability status, sex, sexual orientation, marital status, or veteran status.
- B. Discrimination of these kinds may also be strictly prohibited by a variety of federal, state and local laws, including Title VII of the Civil Rights Act of 1964; the Age Discrimination in Employment Act; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; the Americans with Disabilities Act of 1990; the Vietnam Era Readjustment Assistance Act; Title 24, Article 34 of the Colorado Revised Statute, and Denver Municipal Ordinance. This Policy is intended to comply with the prohibitions of these antidiscrimination laws.
- C. Discrimination in violation of this Policy will be subject to severe sanctions up to and including termination.

Sexual Harassment

- A. This Policy prohibits sexual harassment by any faculty, student, staff or agent of the University. Besides disciplinary action under this Policy, the sexual harasser may also suffer criminal and/or civil penalties in a court of law.
- B. Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature will constitute "sexual harassment" when:
 - a. Submission to such conduct is either explicitly or implicitly a term or condition of an individual's employment or status in a course, program or University sponsored activity; or
 - b. Submission to or rejection of such conduct is used as the basis for unemployment or educational decisions affecting that individual; or
 - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance, or of creating an intimidating, hostile or offensive environment for working or learning.

Copies of the complete policy are available from Human Resources.

Drug and Alcohol Policy

The University of Denver prohibits the consumption or possession of unsealed alcoholic beverages on University property or during the discharge of University duties (whether or not on University property), except in those areas or during those events which are licensed or catered in such a manner to provide for the serving of such

beverages. Although moderate consumption with meals or during social events is not prohibited, the University does not encourage the consumption of alcoholic beverages during working hours. Individuals are prohibited from reporting to work under the influence of alcohol. The University reserves the right to conduct drug or alcohol testing of its employees. For a complete copy of the policy, refer to the *University Policy Manual* or contact Human Resources.

The University of Denver is committed to a drug-free workplace and prohibits the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances by employees, students, subcontractors, consultants and visitors. For a complete copy of the policy, reference the *University Policy Manual* or contact Human Resources.

Anyone who has a concern about a possible violation of the policy should immediately contact one of the following resources for assistance:

- The Employee Assistance Program for referrals on treatment and related issues.
- The Campus Safety Department to report incidents of illegal activity.
- The Department of Human Resources for assistance on the disciplinary process or policy related issues.

Workplace Violence

An act or threat of violence will be considered to be within the University community if and when it occurs on University property and is undertaken by one member of the University community against another. Members of the University community include: students, employees, and outside person(s) doing business with the University such as customers, vendors or others.

The University takes a strong and unequivocal position against intimidation, threats or violence in the workplace. We will investigate complaints of threatening, intimidating or violent acts including hostile behavior, physical abuse, vandalism, arson, sabotage, use of weapons, carrying weapons onto University property or any other act which, in the University management's opinion, is inappropriate to the workplace. This guideline extends to persons doing business with the University including customers, vendors and others who interact with University employees and students.

We request the support and cooperation of all employees and students in helping to keep our University a safe and healthy place to work. Employees and students should immediately report any behavior which may constitute a potentially violent situation to University management.

Workplace Violence Procedures

Upon witnessing or hearing of an act or threat of violence, the appropriate manager may immediately act to suspend the individual(s) involved, pending the results of an investigation. If the individual(s) refuse to leave, the manager should call Security at extension 13000 to escort the individual(s) off campus.

The manager should notify the Human Resources Department immediately. Human Resources will help in determining the appropriate action to be taken. Should the alleged perpetrator of violence be a student, Student Judicial Affairs will handle the matter in accordance with the *Student Code of Conduct*.

The University will conduct any required investigation in a discreet manner. During the course of the investigation, the University may find it necessary to talk to a number of employees, particularly to the alleged perpetrator. As a result, the University will not guarantee the confidentiality of reported complaints.

At the conclusion of the investigation, the employee will be notified of the action to be taken. The action to be taken must be reviewed by Human Resources and/or University Legal Counsel before it is communicated to the employee. Documentation of the incident, and action taken, will be kept in the employee's personnel file.

From the Department of Risk Management

Workers' Compensation Procedure

The Department of Risk Management manages the Workers' Compensation Program for University of Denver. If you are injured on the job, you are allowed to seek medical treatment according to state and federal guidelines. Report all injuries to Risk Management within 24 hours.

When an Injury Occurs

1. If life-threatening, contact **911** and call Campus Safety at **303-871-3000**.
2. For non life-threatening injuries, seek medical treatment by contacting Campus Safety at 303-871-3000 or a designated provider.
3. Employees should not transport injured parties unless paramedics have given approval.
4. Notify the Department of Risk Management within 24 hours. Call Loss Control Manager at 303-871-2354 to start the process.
5. Fill out Employee First Report of Injury and return via fax to 303-871-4455 within 24 hours.
6. Have supervisor fill out "Supervisor's Report of Injury" and return to Risk Management at 303-871-4455.
7. All lost time from work due to an injury has to be approved by the designated provider doctor in advance.
8. Translation needs: Anyone may request translation services by schedule an appointment in advance after initial visits. Co-workers are prohibited from attending medical conferences with doctors.

Driving Procedures

Employees who drive vehicles for University of Denver must pass the Defensive Driving Course offered by the Department of Risk Management. To register for classes, view the Risk Management training calendar. Personal vehicles are not covered by University of Denver insurance, however if a University of Denver employee is injured while on University business they may be covered under Workers' Compensation.

For more information regarding the policies of the Department of Risk Management, please visit their website at www.du.edu/risk.

Resources for Work-Study Students

Student Employment Website

www.du.edu/studentemployment

The Student Employment website is an excellent resource for students. Work-Study forms, policies, and procedures are all posted online.

Training Opportunities

There are a wide variety of training opportunities available to students as employees of University of Denver. While it is recognized that students might have periods of work that are slower than other times of the year, we do not encourage studying while at work. Instead, please utilize some of the training opportunities outlined below. Students should be paid for any training, workshop, or conference hours.

Diversity and Community Awareness Training

www.du.edu/engage

www.du.edu/cme

Each quarter the Center for Community Engagement and Service Learning in cooperation with the Center for Multicultural Excellence will host training on diversity and community awareness. This training is designed to give students the opportunity to discuss diversity within the University of Denver community and how to appreciate the cultural needs of the greater Denver community.

Banner

www.du.edu/uts/banner/index.html

Students may be required to use Banner. Security requests must have the written authorization of department supervisors and the module signatory.

UTS Classes

www.du.edu/uts/training

University Technology Services offers a diverse schedule of computer classes that can enhance a student's professional knowledge. The classes mainly focus on the Microsoft Office Suite and are held every quarter.

Human Resources Training and Development

www.du.edu/hr/training/index.html

The following online courses are available to all Work-Study students through DU Training and Development (along with 1000+ other business and professional skills courses). Contact Sharon Gabel for customized performance consulting to make your Work-Study experience a productive one.

Online Courses:

The Effective Administrative Support Professional

ADM0101	Getting Started – The Administrative Support Professional
ADM0102	Overview to Effective Business Communication
ADM0103	Using Effective Business Communication
ADM0104	Administrative Functions

Advanced Skills for Administrative Support Professionals

ADM0111	Behavior: Putting Your Best Foot Forward
ADM0112	Managing Yourself and Those Around You
ADM 0114	Communicating with Power and Confidence

Interpersonal Communication Skills for Business

- COMM0001 The Process of Interpersonal Communication
- COMM0002 The Mechanics of Effective Communication
- COMM0003 Communication Skills for the Workplace

Professional Telephone Skills

- COMM0401 Handle Calls with Confidence and Professionalism
- COMM0402 Turn Difficult Callers into Delighted Customers
- COMM0403 Managing Telephone Technology