



UNIVERSITY *of*  
DENVER

---

FINANCIAL AID  
Student Employment

# Work-Study Handbook 2020-2021

**Student Employment/Work-Study Program**

University Hall 255

2197 South University Boulevard

Denver, Colorado 80208

Phone: 303.871.4090 | Fax: 303.871.7486

Email: [workstudy@du.edu](mailto:workstudy@du.edu)

[www.du.edu/studentemployment](http://www.du.edu/studentemployment)

***All federal, state and University of Denver rules and regulations regarding employment and the Work Study program apply at all times. None of the policies and procedures contained in this handbook negates nor supersedes said rules and regulations.***

## Table of Contents

<b>2020 – 2021 Undergrad/Grad Academic Calendar</b>	5
<b>2020 – 2021 Law Academic Calendar</b>	6
<b>Resource List</b>	7
<b>Student-Employee Work-Study Program</b>	8
<b>Community Service Work-Study Program</b>	8
<i>Agency Eligibility</i>	8
<i>Community Service Work-Study Contracts</i>	9
<i>On-Campus Community Service</i>	10
<i>Off-Campus Community Service</i>	10
<i>Community Service Tutor</i>	11
<i>Community Service Job Description</i>	11
<i>Community Service Paperwork</i>	11
<i>Work Duty Expectations</i>	11
<b>Student Employee Work-Study Policies and Procedures</b>	11
<i>Work-Study Awards</i>	12
<i>Award Earnings</i>	12
<i>Loan Changes</i>	12
<i>Award Cancellation</i>	12
<i>Award Reduction</i>	12
<i>Job Description</i>	12
<i>Job Grade Level Classification</i>	13
<i>Pay Rates</i>	13
<i>Work-Study Award Earnings and Limits</i>	13
<b>Hiring Process</b>	13
<i>Online Hiring Request</i>	14
<b>Terms and Conditions of Employment</b>	15
<i>Period of Employment/Class Enrollment</i>	15
<i>Graduation</i>	15

<i>Volunteering at Work</i>	15
<i>Work Hours</i>	15
<i>University Holidays</i>	15
<i>Breaks</i>	16
<i>Overtime</i>	16
<i>University Pay Periods for the 2020-21 Academic Year</i>	17
<i>Timekeeping</i>	18
<i>Paychecks</i>	18
<i>Direct Deposit</i>	18
<i>Tax Information</i>	18-19
<b>Student Employees</b>	20
<i>New Student Orientation</i>	20
<i>National Student Employment Appreciation Week</i>	20
<i>Student Employee of the Year</i>	20
<i>Satisfactory Academic Progress</i>	20
<i>Resources for Student Employees</i>	20
<b>Supervisors</b>	21
<i>Responsibilities</i>	21
<i>Supervisory Skills</i>	21
<i>Supervisory Roles</i>	21
<i>Recruiting DU work-study Student Employees</i>	21-21
<i>Disciplinary Issues</i>	21-23
<b>From the Office of Human Resources</b>	24
<b>Appendix A: Sample Job Description</b>	25

## 2020-2021 Academic Calendar for UNDERGRADUATE & GRADUATE Students

July 6	First day students can begin working using work-study funds (student must be registered for fall term)
Sept. 7	Labor Day - <b>University Closed</b>
Sept. 8-13	New Student Orientation and Registration
Sept. 12	Fall Quarter Begins
Nov. 20	Last day of Fall Quarter classes
Nov. 21-24	Final Examination Period
Dec. 25 – Jan. 1	Winter Break – <b>University Closed</b>
Jan. 4, 2021	Winter Quarter Begins
Jan. 18	Martin Luther King, Jr. Day – <b>University Closed</b>
March 15	Last Day of Winter Quarter classes
March 16-19	Final Examination Period
March 29	Spring Quarter Begins
Second week of April	National Student Employment Appreciation Week
June 5	Last Day of Spring Quarter
June 7-10	Final Examination Period <b>*June 10 – Last Day to use 2020-21 work-study Funds</b>

## 2020-2021 Academic Calendar for LAW Students

<b>July 6</b>	First day students can begin working using work-study funds (student must be registered for fall term)
<b>Aug. 10-16</b>	New Student Orientation and Registration
<b>Aug. 17</b>	Fall Semester Begins
<b>Sept. 7</b>	Labor Day - <b>University Closed</b>
<b>Nov. 23</b>	Last day of Fall Semester classes
<b>Dec. 2 – Dec. 16</b>	Final Examination Period
<b>Dec. 25 – Jan. 1</b>	Winter Break – <b>University Closed</b>
<b>Jan. 11, 2021</b>	Spring Semester Begins
<b>Jan. 18</b>	Martin Luther King, Jr. Day – <b>University Closed</b>
<b>March 22-28</b>	Spring Break
<b>Second week of April</b>	National Student Employment Appreciation Week
<b>April 26</b>	Last Day of Spring Semester
<b>May 5-20</b>	Final Examination Period <b>*May 20 – Last Day to use 2020-21 work-study Funds</b>

## Resources List

<b>Student Employment /Work-Study Program</b> University Hall Ph: 303.871.4090   Fax: 303.871.7486 Email: <a href="mailto:workstudy@du.edu" style="color: white;">workstudy@du.edu</a> <a href="http://www.du.edu/studentemployment" style="color: white;">www.du.edu/studentemployment</a>	<ul style="list-style-type: none"> <li>Maintains the Student Employment website</li> <li>Develops and manages the work-study program</li> <li>Develops and manages the community service work-study program</li> </ul>
<b>Career and Professional Development</b> Pioneer Careers <a href="mailto:hire@du.edu" style="color: #000080;">hire@du.edu</a> 303.871.5627	<ul style="list-style-type: none"> <li>Posting positions in Pioneer Careers</li> <li>Creating a profile/logging into Pioneer Careers</li> <li>Internships for credit vs. paid opportunities</li> </ul>
<b>The National Student Employment Association</b> <a href="http://www.nsea.info" style="color: white;">www.nsea.info</a>	<ul style="list-style-type: none"> <li>Offers reward and recognition advice for employers</li> <li>Provides a list of web resources that may be helpful to employers</li> </ul>
<b>Human Resources</b> Mary Reed Bldg 4 <sup>th</sup> Floor Ph: 303.871.7420   Fax: 303.871.3656 <a href="http://www.du.edu/hr" style="color: #000080;">www.du.edu/hr</a>	<ul style="list-style-type: none"> <li>Drug and alcohol policy</li> <li>Anti-discrimination policy</li> <li>Workplace violence</li> <li>Staff/faculty trainings/orientations</li> <li>Job descriptions and pay/pay raise issues</li> </ul>
<b>Risk Management</b> 2199 S. University Blvd. Denver, CO 80208 Ph: 303.871.2327   Fax: 303.871.4455 <a href="http://www.DU.edu/risk" style="color: white;">www.DU.edu/risk</a>	<ul style="list-style-type: none"> <li>Oversees University's work injury and sexual harassment reporting requirements</li> <li>Point of contact for Workers Comp claims</li> </ul>
<b>Shared Services Center</b> Ph: 303-871-7420   Fax: 303-871-2143 <a href="http://www.du.edu/sharedservices/hr" style="color: #000080;">www.du.edu/sharedservices/hr</a>	<ul style="list-style-type: none"> <li>I-9 completion and processing</li> <li>W4, direct deposit information</li> <li>Timecard/Kronos</li> <li>Payroll</li> </ul>

## **Student-Employee Work-Study Program**

The University of Denver Student Employment Work-Study Program provides job opportunities for students with financial need, allowing them to earn money to help pay educational expenses. The work-study program encourages positions in community service and work related to each student's course of study. Work-study jobs are available both on and off campus. If the student works off-campus, then the employer must be an approved private, nonprofit organization or public agency. The work performed must be in the public interest.

Although many students qualify, a work-study award is not offered to all eligible students due to limited funding. We make a conscious attempt to support employment needs of all University of Denver students to the greatest extent possible. Examples of work-study awards may include, but are not limited to, work-study, Ellison Work Award, and DU Student Employment.

### **Work-Study Program Objectives:**

- To assist students in meeting educational costs;
- To the maximum extent possible, provide job opportunities that compliment and reinforce the student's educational program or career goals;
- To regulate employment conditions that are appropriate and reasonable according to the type of work performed;
- To make student aware of community service work-study job opportunities and encourage them to get involved with local non-profits and government agencies;
- To provide a human resource to the University of Denver.

## **Community Service Work-Study Program**

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

For the purpose of the Community Service Work-Study Program, community service is defined as services designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs. These services include:

- Such fields as health care, child care, literacy training, education (including tutorial services), welfare, social services, transportation, housing and neighborhood improvement, public safety, crime prevention and control, recreation, rural development, and community improvement;
- Work in service opportunities or youth corps as defined in Section 101 of the National Community Service Act of 1990, and service in the agencies, institutions, and activities designated in Section 124 (a) of that act;
- Support services for students with disabilities (including students with disabilities who are enrolled at the school);
- Activities in which a student serves as a mentor for such purposes as tutoring, supporting educational and recreational activities, and counseling (including career counseling).

### **Agency Eligibility**

There is no restriction as to whether these jobs are located on or off campus. On-campus jobs can meet the definition of community services, provided that the services are open and accessible to the community. The service provided by the student employee must be in the public interest, meaning it primarily benefits the community as opposed to the agency or school. Work is not in the public interest if:

- It primarily benefits the members of an organization with membership limits,



- such as a credit union, a fraternal or religious order, or a cooperative;
- Involves any partisan or nonpartisan political activity or is associated with a faction in an election for public or party office;
- It is for an elected official unless the official is responsible for the regular administration of federal, state, or local government;
- It is work as a political aide for any elected official;
- It takes into account a student's political support of party affiliation in hiring;
- It involves lobbying on the federal, state, or local level.

Tax-exempt status as described in the Internal Revenue Code is not an automatic qualification for the Community Service Work-Study Program. The Office of Student Employment will review all community service job descriptions and classify them accordingly.

### **Community Service Work-Study Contracts**

Once a job description has been reviewed and classified as an appropriate position for the Community Service Work-Study Program, the University of Denver must enter into a written agreement (herein the "contract") with the agency. Student Employment staff are authorized to initiate the contract with an agency on behalf of the University of Denver. Neither supervisor nor student is permitted to contract with an agency. Contracts must be renewed every academic year. The agency is required to submit a copy of the State or IRS form and the agency's Bylaws, Constitution, or Charter for verification.

Student Employment staff will ensure that the agency is a reliable agency with professional direction and staff and that the work performed is consistent with the purpose of the Community Service work-study Program. In contracting with potential community service agencies, priority will be given to jobs that meet the human, educational, environmental, and public safety needs of low-income individuals. For-profit agencies do not qualify as community service agencies.

The agency will maintain time and attendance records and retain such records for a period of five years. The University of Denver assumes payroll responsibilities and bills the agency for the agreed upon percentage as set forth in the contract on a quarterly basis, if applicable.

The Office of Student Employment is responsible for making sure that payment for work performed is properly documented and that each student's work is properly supervised. Staff members of the agency must become acquainted with the University of Denver's Office of Financial Aid and Office of Student Employment to better understand the educational objectives of the Community Service Work-Study Program.

Community Service Student Employee Supervisors are responsible for following all policies and procedures in this handbook. In general, supervisors are expected to:

- Develop a job description for each position available at the agency;
- Post job openings with Pioneer Careers;
- Recruit eligible students who are interested in the positions;
- Conduct interviews;
- Communicate intention to hire a student directly to the Student Employment staff, noting that a student may not begin work until the Student Employment staff has sent official notice to the agency;
- Review and approve time for students in conjunction with the Student Employment staff and the PioneerTime system, noting that the work-study program does not allow students to work over 12 hours in one day nor more than 40 hours in a calendar week (Monday – Sunday);
- Provide supervision and regular communication to work-study student employees;

- Ensure work-study students complete all hours of work at the agency’s office under appropriate supervision – it is prohibited for a work-study student employee to complete any assignments outside of the office or place of regular course of business (i.e., no working from home).

### **On-Campus Community Service**

On-campus community service is defined as an academic or administrative unit at the University of Denver that provides services to the surrounding community (i.e., community not limited to the University). If the school provides services through off-campus sites, these sites are considered “on-campus” community services so long as the services are open to the community at-large. A service is considered open to the community if the service is publicized to the community and members of the community use the service. Collaborative projects affiliated with the University of Denver are eligible for on-campus community service classification. These may include, but are not limited to:

- Center for Community Engagement and Service Learning (CCESL) – The Bridge Project
- CCESL – Public Achievement
- CCESL – Denver Commission to End Homelessness
- CCESL – Transportation Solutions
- College of Education (COED) – Rick’s Center
- COED – Bridge Project
- COED – Fisher Early Learning Center
- COED – Highline Academy
- Graduate School of Professional Psychology (GSPP) – Professional Psychology Clinic
- Josef Korbel School of International Studies (JKSIS) – Human Trafficking Clinic
- Special Community Programs (SPCP) – Volunteers in Partnership

The Student Employment staff will determine the eligibility of University of Denver collaborative projects for the Community Service work-study Program in compliance with all applicable federal work-study rules and regulations.

### **Off-Campus Community Service**

Off-campus community service is defined by the Federal Work-Study Program as a private nonprofit organization or a federal, state, or local public agency. We will not partner with agencies that are located more than 30 miles away from the University. The University of Denver will cover 100% of the student’s earnings for 2020-21.

### **Community Service Tutor**

A Community Service Tutor is defined by the Federal work-study Program as a student who performs one of the following:

- Employed as a reading tutor for preschool age children or elementary school children;
- Employed as a mathematics tutor for children in elementary school through ninth grade; or
- Performs literacy activities in a family literacy project that provides services to families with preschool age children or elementary school children, which includes Even Start and Head Start.

### **Community Service Job Description**

Community Service job descriptions are required for every position and will be reviewed by the Student Employment prior to hiring a student to work with an agency.

### **Community Service Paperwork**

The University's Shared Services office will provide all student employees with an I-9, Affirmation Statement, and W-4 to complete the hiring process.

Student Employment will provide instructions to students to utilize the PioneerTime Keeping system and email off campus community service supervisors bi-weekly for time approval. If approval of PioneerTime does not occur by the bi-weekly time deadline the work-study student's payment will be delayed. Therefore, it is crucial for all on and off-campus Community Service work-study Supervisors to review and approve time submitted by their student employees. Habitual failure to approve time by the prescribed deadline may result in non-renewal of Community Service partnership agreements between the agency and the University.

### **Work Duty Expectations**

In accordance with federal regulations, it is impermissible for a student utilizing work-study funding to be compensated for work performed while the student is expected to be in class. Further, a student shall not be allowed to be compensated for studying while at their work-study job. It is also not permissible for a student to be compensated for work performed outside their position's assigned work place or for work performed outside the scope of regular business hours (i.e., a student may not take work home). Exceptions may be granted for a student working at a sanctioned work event. A supervisor should contact Student Employment in advance for approval if a situation arises in which a work-study student is needed to work outside the regular place of business or normal hours of business. Failure to provide and ensure these work duty expectations may result in suspension of a Department's access to work-study funding.

## **Student Employee Work Award Policies and Procedures**

To qualify for a work-study award a student must:

- Be a U.S. citizen, permanent resident, or be an otherwise eligible non-citizen (as determined by FAFSA);
- Complete and file a FAFSA (if a student's FAFSA is selected for Verification, additional documents must be submitted);
- Be enrolled in at least a half time class status (UG: 6 credit hours, GR: 4 credit hours)  
and
- Demonstrate financial need.

Priority awarding will be given to students who meet the priority application deadline. work-study awards may be prorated for students that do not attend the University for the full academic year. **Students may only have one work-study position at a time. Work-study awards may not be utilized in combination with a GTA or GRA waiver within the same quarter or semester.**

## **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 awards are need-based and awarded on a first-come, first-served basis. The standard work-study awards for the 20-21 academic year are as follows:

- Incoming Undergraduate Students - \$2,500/year
- Continuing Undergraduate Students - \$3,000/year
- Graduate Students - \$5,000/year

All work-study funding is awarded on a first-come, first-served basis, for students that met the University's priority deadlines. The 20-21 academic year priority deadline for new students was February 15, 2020. The 2020-21 academic year priority deadline for continuing students was March 15, 2020.

Work-study funding is a highly desirable form of financial aid. Unfortunately, the University is not allocated enough work-study funding to award all students that show financial eligibility. If a student is not awarded work-study in their 2020-21 financial aid package, they have the option to request Student Employment add them to the work-study waitlist. However, Student Employment cannot guarantee the ability to award students from the waitlist.

Employment is an excellent educational financing option. Students can still work while pursuing their education even if they do not receive a work-study award. Students can review on-campus positions (that don't require work-study) and off-campus employment opportunities through Pioneer Careers.

## **Award Earnings**

In compliance with the work-study program rules and regulations, only earned work-study wages are permitted to be paid to the student employee. While a student with a work-study award is eligible to earn up to the full amount of their award, a student is neither eligible nor entitled to receive any unearned amount of their work study award. Therefore, it is the student's responsibility to monitor their work study earnings throughout the academic year to ensure they will have sufficient time to work at their selected position.

## **Loan Changes**

If a student is awarded a work-study award through the waitlist process, it may be necessary for the student to adjust their loan(s) accordingly. Students should contact Student Employment directly concerning all loan changes.

## **Award Cancellation**

Work-study awards will be cancelled if:

- The student does not accept the work-study award in PioneerWeb by July 15, 2020; or
- The student does not secure a work-study position by October 15, 2020. Students studying abroad in the Fall of 2020 will have until January 31, 2021 to secure a work-study position.

## **Award Reduction**

If a student with a work-study award receives any additional financial aid (including but not limited to scholarships, grants, or loans) their work award will need to be reduced by any amount necessary to prevent the student from receiving aid in excess of the maximum grant in aid as determined by the federal government.

## **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. A student cannot be hired unless a current job description is on file. Furthermore, every student employee should be able to consult the job description throughout the year to ensure that

they have a clear understanding of their role within the unit.

Supervisors hiring work-study positions are responsible for submitting the job description to Student Employment. The job description should be associated with a Job Level Classification and Pay Grade.

### **Pay Rates**

The Department of Education regulations states the work-study positions pay rates shall be determined in accordance with the type of work the position is expected to perform. While a work-study student's level of education is an important factor in the hiring process, this one classification alone does not provide a comprehensive evaluation of the requisite skills of a position. Pay rates for all DU employees cannot be below Denver's minimum wage which is set to \$12.85/hr for the 2020 calendar year.

### **Work-Study Award Earnings and Limits**

It is the supervisor's responsibility to monitor their work-study student employees' earnings to ensure a student does not earn more than their authorized award amount. Student Employment will also review a work-study student's earnings at the end of every pay period. If a student earns over their work-study award amount, then Student Employment will rectify the overage by charging the supervisor's department, terminating the student's work-study position, and adjust any financial overages that may result within the student's account.

Work-study student employees are also responsible for monitoring their work-study earnings. It is important for work-study student employees to use the pre-tax amount they earn, as opposed to the amount received after taxes, in tracking on their total earnings.

## **Hiring Process**

### **Hiring**

A student must be hired to a work-study position at the start of every academic year. This yearly hiring requirement applies to students with a work-study award for the first time and for students with previous experience in any work-study position.

First, and most importantly, a supervisor should confirm that a student that they intend to hire has a work-study award. While only students with a work-study award are given access to view work-study positions, often time's students will share positions with other students that were not awarded work-study. Asking an applicant if he has been awarded a work-study award may not always provide a supervisor with an accurate response, as students often confuse having been awarded a work-study award with their ability or desire to work. Work-study supervisors should confirm an applicant has a work-study award using the Banner form **RZIWORK** before investing time into the hiring process.

Please note that the following items must be performed prior to a student being eligible to be hired using PioneerWeb:

- **Background Check:** All DU employees are required to complete a background check in order to be eligible to be hired. Work-study supervisors should initiate a background check using the Employee tab on PioneerWeb. As long as a work-study student is re-hired within 120 days of their previous academic year's termination, then no additional background check is required to re-hire the student. Background checks can take up to two weeks to be completed. All inquiries regarding background checks should be made with Shared Services; and

- **Job Description:** Departments are responsible for submitting an updated job description with Pioneer Careers and the work award hire form.

### Online Hiring Request

Supervisors should complete the following steps to submit a hiring request:

- Login to PioneerWeb;
- Under the “Employee” tab, select “Work Award Hire” under the Administrative Processes section;
- Enter the DU ID of the student to be hired;
- Enter the “Job Effective Date” using the format MM/DD/YYYY (cannot be before July 6, 2020);
- Enter the Home Organization, Timesheet Organization, and Financial Aid Hiring Department;
- Enter the Financial Aid Job Category and Job Title (from approved job description on the Student Employment job board);
- Provide job qualifications, duties/responsibilities, length of employment, job location and community service in the appropriate categories
- Enter the appropriate Pay Rate (Denver Minimum Wage is \$12.85 for 2020);
- Enter the DU ID of the Supervisor;
- Submit for Approval.

All parties will receive an email notification after Student Employment has approved the hiring request.

Students that have never worked at DU before (first year, transfer, new graduate student) must also submit the following items to the University’s Human Resource Office:

- **I-9:** As mandated by the Immigration Reform and Control Act of November 6, 1986, the University administration is required to verify the identity and work eligibility of all employees. All hiring paperwork must be completed by the student through the Human Resource Office. The Human Resource Office is the only University entity authorized to verify and complete the I-9 paperwork for new employees.
- **Affirmation Statement:** As mandated in House Bill 1017, the law requires employers to take additional steps in verifying work authorization for all new hires. The Office of Human Resources is the only University entity authorized to verify and complete the Affirmation Statement paperwork for new employees.
- **W-4:** University Payroll requires all new hires complete a new, original W-4. The Human Resource Office is the only University entity authorized to verify and complete the W-4 paperwork for new employees.

Once the hiring process is complete, the student will have an Employee tab in PioneerWeb. Within this Employee tab, students must complete the following:

- **Under Employee Information – *Employee Additional Online Action Items***
  - **Confidentiality Statement:** This statement is now required for all employees and is available online via PioneerWeb once the student has been hired.
  - **Patent Agreement:** This form is required for all employees to maintain appropriate intellectual Property rights for the University
- **Under Employee Information – *Paycheck Direct Deposit***
  - **Direct Deposit:** Students are encouraged to enroll in Direct Deposit. If a student does not enroll in Direct Deposit, their pay check will be mailed to the address on file with the University (which often times is the student’s home address rather than their local address).
  - **Tax Forms:** Electronic W-2 Consent: Students are encouraged to enroll in electronic W-2’s as it will be the most prompt way to distribute this information. It will also allow students to access this information at any time.

## Terms and Conditions of Employment

### Period of Employment/Class Enrollment

Students must pay the majority of their education costs at the beginning of each period of enrollment. To provide students with the opportunity to earn wages before incurring education costs, 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 the summer prior to Fall enrollment.

The first day students can earn wages from their work-study award for the 2020-21 academic year is July 6, 2020.

The last day for students to earn wages from their work-study award for the 2020-21 academic year for Law Students is May 20, 2021; Undergraduate/Graduate Students is June 10, 2021.

First-year students should be registered for the fall quarter before beginning to earn wages from their work-study award. If an Agency would like to hire an incoming first-year student in the summer before the student's first term, then the Agency will be responsible for all of the student's earnings if the student does not attend the University for the fall term.

A student must be **enrolled in at least a half time status** to be eligible for any form of federal aid, including work-study. This would be 6 credit hours as an undergraduate student and 4 credit hours as a graduate/law. If a student is graduating mid-term (any term other than the end of spring) the last day they can work is the last day of the term. For example, for a Fall Quarter 2020 graduation (UG or GR) the last day to work will be November 24, 2020. For Law Fall Semester graduation, the last day to work would be December 16, 2020.

### Graduation

A student with a work-study award is not permitted to work after they have graduated. The last day for a student to use their work-study award is the last day of finals for the student's last term.

### 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. Students with a work-study award may not volunteer hours at their position during the course of their employment through the work-study program. If a student is participating in a "Service Learning" course and the community service work-study program, he may not volunteer and work at the same agency.

### Work Hours

The University of Denver is committed to the philosophy that academic pursuits come before all else. To support students, Student Employment strongly advises students with a full-time course load to work no more than 20 hours per week while classes are in session. Full-time law students per ABA standards must obtain administrative approval to work more than 20 hours per week.

### University Holidays

During University holidays, students may work 37.5 hours per week. Work-study students are prohibited from working on official University holidays. However, if an office must remain open during an official University holiday, a work-study student is permitted to work if a supervisor is present. Work-study students cannot receive a higher wage for work performed on a holiday.

**Breaks**

Where required by law and in certain situations where the department deems appropriate, the University permits work- study student employees to have paid 10-minute rest period every four hours worked. The supervisor does not have to permit a work-study student to leave the premise for the break. At the supervisor’s discretion, the lunch period may be considered the break, if it falls within the four-hour timeframe.

A meal period of not less than thirty minutes is required if a work-study student employee works for a period of more than five hours. When a work period of not more than six hours will complete the day’s work, the meal period is optional. If the work-study student 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 is permitted, which shall be paid time and counted as time worked.

<b>Hour Worked</b>	<b>Mandated Break Time</b>	<b>Break - Paid or Unpaid</b>
4	10 minutes	Paid
5	30 minutes	Paid
6	30 minutes	Unpaid

**Overtime**

It is against the University’s philosophy for a work-study student to work more than 37.5 hours per week while enrolled fulltime. However, if a work-study student employee works more than 40 hours in a work week (Monday– Sunday) or 12 hours in a single day, then the student must be compensated at a time and half pay rate. In accordance with the Federal work-study rules and regulations, work-study funds cannot be used to compensate a student for overtime hours. Therefore, **the Department will be 100% responsible for any overtime paid to the work-study student employee.**



**University Pay Periods for the 2020-2021 Academic Year**

**2020-2021 Biweekly Payroll Calendar**

<b>Pay Period</b>	<b>Start Date</b>	<b>End Date</b>	<b>Pay Date</b>
BW 15	7/6/2020	7/19/2020	7/24/2020
BW 16	7/20/2020	8/2/2020	8/7/2020
BW 17	8/3/2020	8/16/2020	8/21/2020
BW 18	8/17/2020	8/30/2020	9/4/2020
BW 19	8/31/2020	9/13/2020	9/18/2020
BW 20	9/14/2020	9/27/2020	10/2/2020
BW 21	9/28/2020	10/11/2020	10/16/2020
BW 22	10/12/2020	10/25/2020	10/30/2020
BW 23	10/26/2020	11/8/2020	11/13/2020
BW 24	11/9/2020	11/22/2020	11/27/2020
BW 25	11/23/2020	12/6/2020	12/6/2020
BW 26	12/7/2020	12/20/2020	12/25/2020
BW 1	12/21/2020	1/3/2021	1/8/2021
BW 2	1/4/2021	1/17/2021	1/22/2021
BW 3	1/18/2021	1/31/2021	2/5/2021
BW 4	2/1/2021	2/14/2021	2/19/2021
BW 5	2/15/2021	2/28/2021	3/5/2021
BW 6	3/1/2021	3/14/2021	3/19/2021
BW 7	3/15/2021	3/28/2021	4/2/2021
BW 8	3/29/2021	4/11/2021	4/16/2021
BW 9	4/12/2021	4/25/2021	4/30/2021
BW 10	4/26/2021	5/9/2021	5/14/2021
BW 11	5/10/2021	5/23/2021 <b>*05/20 Last Day for Law to work</b>	5/28/2021
BW 12	5/24/2021	6/6/2021	6/11/2021
BW 13	6/7/2021	06/20/21 <b>*06/10 Last Day for UG/GR to work</b>	6/25/2021

## Timekeeping

### **On-Campus Supervisors:**

The PioneerTime Keeping System will be utilized to track time. Work-study student employees' time must be approved by their supervisor by 4:00pm on the Monday prior to the Friday pay date.

For example: BW #16 begins on Monday, July 20<sup>th</sup> and ends on Sunday, August 2<sup>nd</sup>. Time approval will be due by 4:00 pm on Monday, August 3<sup>rd</sup>.

Students can enter their time in PioneerTime in two different ways depending on convenience for the student. There are some work study students who work on and off campus depending on the job they have and this allows freedom to clock in wherever they are located.

**PioneerTime Terminal locations** (Location directory can be found on PioneerWeb->Employee Tab->My Resources->PioneerTime Resources->PioneerTime Terminal Locations)

**Through the Web Based Application** (Accessed through PioneerWeb->Employee Tab->My Resources->PioneerTime (Internet Explorer or Safari recommended). PioneerTime resources can be found on that same tab.

Supervisors can track student's time entry daily since the students will be clocking in either through a terminal or through the web based application on a daily basis. This allows supervisors to keep up with their student's time and correct any issues more frequently rather than leaving all corrections closer to the approval deadline.

There are a number of supervisor resources which can be located on PioneerWeb->Employee Tab->My Resources->PioneerTime Resources

### **Off-Campus Supervisors:**

Time approval emails are requested to be emailed to [workstudy@du.edu](mailto:workstudy@du.edu) for all off campus work study students. We will request these on a bi-weekly basis to verify the time imputed in PioneerTime by the student.

### **Paychecks:**

Work-study student employees have two options for receiving their earned wages:

1. Direct Deposit; or
2. Paychecks will be mailed to the address the University has on file for the student (often the student's home address not local address)

Any questions or concerns regarding a work-study student employee's compensation (i.e., missing hours, wrong pay rate, etc.) should be directed to Student Employment.

### **Direct Deposit:**

It is highly recommended that all work-study student employees enroll for Direct Deposit. To enroll in Direct Deposit a student must complete the online form "Paycheck Direct Deposit" available under the Employee tab on the student's PioneerWeb.

### **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 student's W-4;
- W-2: Students can view and print University issued W-2's under the Employee tab on the student's PioneerWeb;
- 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.

## Student Employees

### **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. The DU's work-study program offers students career-enhancing opportunities, the ability to develop skills relevant for future careers, and preparation for the job market upon graduation. Community service work-study partner agencies are invited to participate in this week of recognition.

### **Student Employee of the Year**

Student Employment distributes nomination forms in February and selections will be made in March.

### **Satisfactory Academic Progress**

DU's Office of Financial Aid monitors academic progress on an annual basis for all students receiving financial aid. The Satisfactory Academic Progress (SAP) policy is available on the Office of Financial Aid's website:

[www.du.edu/financialaid](http://www.du.edu/financialaid).

## **Resources for Student Employees**

### *Student Employment Website*

[www.du.edu/studentemployment](http://www.du.edu/studentemployment)

The Student Employment Website is an excellent resource for students.

### *Pioneer Careers*

[www.du.edu/hireapioneer](http://www.du.edu/hireapioneer)

Job platform for student employment positions

### *Diversity and Community Awareness Training*

<http://www.du.edu/ccesl/> <http://www.du.edu/cme/>

Please contact CCESL for more information.

## Supervisors

### Responsibilities

As a supervisor of DU work-study student employees, you are responsible for following all policies and procedures in this handbook. Specifically, supervisors are expected to:

- Develop and/or update a job description for each position available at your agency every academic year;
- Post job openings and recruit students for open positions;
- Conduct interviews in a timely manner;
- Communicate hiring decisions and terminations with Student Employment;
- Review and approve all time sheets for accuracy and compliance with the University's philosophy of studies being a priority above all else;
- Monitor student employees' earnings for the academic year to ensure students do not earn in excess of their work-study award; and
- Provide supervision and regular communication to student employees.

### Supervisory Skills

Work-study student employees are temporary employees, thus you should anticipate experiencing challenges in areas such as recruitment, training, motivation, and retention. Students are focused on academics, so it may take them a significant amount of time to job search, interview, and submit the required documentation to get hired. Once hired, they often need to be trained before they will be able to handle the responsibilities described in the job description.

### Supervisory Roles

The roles and responsibilities of supervisors vary greatly depending on the area and industry in which you work. Your responsibilities may include planning and organizing work activities, scheduling work hours, providing leadership and direction, ensuring that the work gets done, and taking responsibility for the performance of students working for you. Supervisors should set a positive example of professional, polite, and ethical behavior. If students witness a supervisor that is punctual and professional, they will learn the importance of doing the same.

### Recruiting DU Work-Study Student Employees

Your ability to recruit successfully will determine the number employees your agency is able to hire. Keep in mind that undergraduate students and graduate students will conduct their job search differently. For example, undergraduate students might not have as much work experience as a graduate student, thus your recruiting practices need to be tailored to fit the demands of each student type.

#### *Post Jobs with Pioneer Careers*

Work-study positions are posted with Pioneer Careers. If you need assistance posting jobs or recruiting work-study student employees contact Student Employment.

#### *Interviewing and Selecting an Employee*

Interviewing will help you get to know the applicant, reveal qualifications, work experience, and work attitude.

#### *Before the interview*

- Make arrangements to conduct the interview undisturbed.
- Review the job description.
- Prepare questions. Design open-ended questions that are behaviorally anchored- avoid "yes" or "no" answers. Past behavior predicts future performance. Title VII of the Civil Rights Act of 1964 prohibits employment discrimination on the basis of race, color, religion, sex, disability, or national origin. If you are unsure what you may ask in an interview, contact Human Resources.

### Sample Interview Questions

- What attracted you to this job?
- How will this job relate to your area of study and career goals?
- What type of experience do you have with...?
- What did you like most (or least) about your last job?
- Tell me about a time when you encountered a difficult customer. What did you do?
- Tell me about a time when you had to make a tough decision, but didn't have all the information you needed.
- How do you plan to balance your class work with your work-study job?
- What are your long and short term goals? How do you plan to achieve them?

### *After the interview*

- Assess applicant potential- definitely hire, hire, maybe, probably not, do not hire.
- Rank applicants.
- Make an offer.
- Follow-up with all applicants.

### **Disciplinary Issues**

Student Employment offers the following guidelines for dealing with disciplinary issues with work-study student employees:

#### *Corrective Action*

It is recommended that work-study student employees are hired for the duration of the academic year. However, it is understood that conflicts may occur and corrective action may be necessary. Student Employment strongly recommends the following steps be taken when dealing with a work-study student employee with disciplinary issues:

#### *Verbal Discussion*

Work-study student employees should receive an initial, verbal conversation from their immediate supervisor. Work-study employees should be afforded the opportunity to correct and learn from mistakes that are being made. In this conversation the supervisor should seek to understand from the employee why the mistakes are occurring. The supervisor should also determine if remedial training is needed to assist the employee in performance. Supervisors should check in with employee after initial conversation to provide additional guidance/support if needed.

#### *Written Statement*

If the above verbal discussions do not lead to improved performance it is recommended that the work-study student employees should receive a written warning outlining all infractions and possible ways to remedy the problem. The improvement required should be specific and time bound. Work-study positions are real jobs and, therefore, a written warning is professional and just.

*Step Three: Termination*

In the event that termination is necessary, the supervisor should contact Student Employment for further instruction at [stuemp@du.edu](mailto:stuemp@du.edu).

## From the Office of Human Resources

For your reference, we've included relevant information from the University of Denver, Office of Human Resources. For more information about anti-discrimination laws, please visit the U.S. Department of Labor website at <http://www.dol.gov/dol/audience/aud-employers.htm>.

### **Anti-Discrimination Policy**

Employers should strive to create and maintain a community in which people are treated with dignity, decency and respect. The work environment 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. Federal laws prevent unlawful discrimination or harassment of any kind.

### **Anti-Discrimination Prohibited Conduct**

#### *Discrimination*

It is a federal violation 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, sex, sexual orientation, gender identity, gender expression, marital status, or veteran status.

Discrimination of this kind may also be strictly prohibited by a variety of local, state, and federal laws, including Title VII of the Civil Rights Act of 1964; the Age of Discrimination Act of 1975; the Americans with Disabilities Act of 1990; the Vietnam Era Readjustment Assistance Act; Title 24, Article 34 or the Colorado Revised Statute, and Denver Municipal Ordinance.

#### *Sexual Harassment*

Sexual harassers may suffer criminal and/or civil penalties in a court of law. Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature will constitute "sexual harassment" when:

- Submission of such conduct is either explicitly or implicitly a term or condition of an individual's employment or status in a course, program or activity; **OR**
- Submission to or rejection of such conduct is used as the basis of employment or education decisions affecting that individual; **OR**
- Such conduct has the purpose or effect of unreasonable interfering with an individual's work performance, or creating an intimidating, hostile or offensive environment for working or learning.

Verbal or physical conduct that may constitute sexual harassment, if unwelcome, includes the following:

- directly or indirectly threatening sexual activity
- joking about sex or about men/women in general
- touching, pinching, patting, stroking or brushing against a person
- "rating" a person's sexuality or attractiveness
- insulting or belittling a person on the basis of gender
- pestering a person for a date or sexual relations
- displaying sexually explicit material or material demeaning to men/women
- sending letters or notes, or making telephone calls of a sexual nature
- aggressively exposing one's self
- attempting or committing sexual assault



## Appendix A:



# Sample: Student Employee Job Description

## Career Peer Advisor

### Department Summary

Career & Professional Development is ramping up its Peer Advisor Program to hire both undergraduate and graduate students to support our diverse campus population. Beginning in the fall quarter of the 2020-21 academic year, we are implementing a drop-in advising model, where advising is provided all day, every day in the open, common area of our new Burwell Center for Career Achievement. All day, every day is defined as normal business hours (Monday- Friday, 9 am- 5 pm). It is run by students, for students and we want you to be a part of this exciting initiative.

Career Peer Advisors are an essential part of Career & Professional Development and serve as a key link in supporting DU students achieve their career goals. Additionally, Career Peer Advisors help educate the campus about the necessary skills and resources to engage in self-exploration, career planning and the job and internship search process.

### Position Summary

Through targeted training and one-on-one advising, Career Peer Advisors can develop their leadership abilities and gain professional skills through working in Career & Professional Development. This position provides excellent resume /CV building experience, which includes gaining skills in advising, collaboration, marketing, and delivering programs and presentations. Career Peer Advisors will acquire self-knowledge around their own interests, skills and abilities, and how those personal traits connect to careers and the decision-making process.

The Career Peer Advisor positions report to the Associate Director in Career & Professional Development.

### Essential Functions

- Assist students with resume and/or CV and cover letter reviews in scheduled appointments and drop-ins.
- Lead one Passion Project, which may include a program, handout, or other resource designed around the Peer Advisor's career-related interests.
- Assist Career & Professional Development staff with programming and logistics to include Career Fairs, Mentor for a Moment, and additional signature events.
- Educate a diverse population of students, including both undergraduate and graduate students, about the job and internship search processes and career resources.
- Actively promote Career & Professional Development through targeted outreach in a friendly, outgoing manner.
- Deliver presentations and workshops in residence halls, dining halls, classrooms, and student organization meetings when available.
- Staff information tables on behalf of Career & Professional Development during campus events.

### Knowledge, Skills, and Abilities

## Required Qualifications

- Current DU undergraduate or graduate student enrolled for the 2020-2021 academic year, located in the Denver area

## Preferred Qualifications

- Active involvement in campus community and activities
- Ability to speak a second or multiple languages is a plus

## Supervision & Training

Career Peer Advisors will receive extensive and ongoing training on multiple facets of career services and programming, through an on-boarding orientation prior to the start of the academic year and regular staff meetings. Career Peer Advisors will receive a regular 1:1 meeting to focus on professional development and discuss career goals. In addition, Career Peer Advisors are paired with a professional staff who acts as a mentor on work projects and personal professional development.

## Compensation and Time Commitment

This position is eligible for a federal work-study, which requires eligibility through the Financial Aid Office, or paid a competitive hourly rate if the employee is not work-study eligible.

This position requires 10-15 hours per week for fall, winter, and spring quarters with flexibility in scheduling. Some evening/weekend hours required. Career Peer Advisor Orientation is held on Friday, September 11th from 8 am- 5 pm. All hired Career Peer Advisors are required to attend this orientation as a condition of employment.

## Application Details

Application will go live on the student employment and Pioneer Careers sites spring quarter. Please submit your resume or CV and cover letter through Pioneer Careers by noon/12:00pm on Friday, April 24th, 2020.

Please note that resumes submitted through Pioneer Careers Online will go through an automatic review process by the Career & Professional Development staff. While this may take extra time on your part if revisions are needed, it's to support you in submitting the most competitive application possible.

The University of Denver is committed to enhancing the diversity of its faculty and staff. We are an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment regardless of age, race, color, national origin, religion, sex, sexual orientation, gender identity, disability, military/veteran status or any other status protected by law.

All offers of employment are based upon satisfactory completion of a criminal history background check. These are required for all part-time, full-time and student employee hires.

