Work-Study
Student Handbook
2012-2013

Student Employment
University Hall 255
2197 South University Boulevard
Denver, Colorado 80208
Ph: 303.871.6792 | Fax: 303.871.2341
Email: stuemp@du.edu
www.du.edu/studentemployment
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<thead>
<tr>
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<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 2</td>
<td>First day of employment (student should be registered for fall term)</td>
</tr>
<tr>
<td>Sept. 3-7</td>
<td>New Student Orientation and Registration</td>
</tr>
<tr>
<td>Sept. 10</td>
<td>Fall Quarter classes begin</td>
</tr>
<tr>
<td>Nov. 16</td>
<td>Last day of Fall Quarter classes</td>
</tr>
<tr>
<td>Nov. 17-20</td>
<td>Final examination period</td>
</tr>
<tr>
<td>Jan. 4</td>
<td>Winter Quarter classes begin</td>
</tr>
<tr>
<td>March 13</td>
<td>Last Day of Winter Quarter classes</td>
</tr>
<tr>
<td>March 14-17</td>
<td>Final examination period</td>
</tr>
<tr>
<td>March 25</td>
<td>Spring Quarter classes begin</td>
</tr>
<tr>
<td>Second week of April</td>
<td>National Student Employment Appreciation Week</td>
</tr>
<tr>
<td>May 31</td>
<td>Last day of Spring Quarter classes</td>
</tr>
<tr>
<td>June 3-6</td>
<td>Final examination period</td>
</tr>
</tbody>
</table>
## Contact List

| Student Employment | University Hall 255  
| University Hall 255  
| University Hall 255  
| 2197 S. University Blvd.  
| 2197 S. University Blvd.  
| Denver, CO 80208  
| Denver, CO 80208  
| Ph: 303.871.6792 | Fax: 303.871.2341  
| Ph: 303.871.6792 | Fax: 303.871.2341  
| Email: stuemp@du.edu  
| Email: stuemp@du.edu  
| www.du.edu/studentemployment  
<table>
<thead>
<tr>
<th><a href="http://www.du.edu/studentemployment">www.du.edu/studentemployment</a></th>
</tr>
</thead>
</table>
| Distributes work awards  
| Monitors enrollment status of student employees  
| Processes employee paperwork  
| Maintains Work award employee files and records  
| Troubleshoots work award and payroll issues  
| Develops and manages the Community Service program  
| Locates and develops jobs for the Off-Campus Job Database  
| Maintains the Student Employment website  
|--------------------------------------------------|
| Office of Financial Aid | University Hall 255  
| University Hall 255  
| University Hall 255  
| 2197 S. University Blvd.  
| 2197 S. University Blvd.  
| Denver, CO 80208  
| Denver, CO 80208  
| Ph: 303.871.4020 | Fax: 303.871.2341  
| Ph: 303.871.4020 | Fax: 303.871.2341  
| Email: finaid@du.edu  
| Email: finaid@du.edu  
| www.du.edu/finaid  
<table>
<thead>
<tr>
<th><a href="http://www.du.edu/finaid">www.du.edu/finaid</a></th>
</tr>
</thead>
</table>
| Manages the financial aid application and verification process  
| Monitors academic progress for employees  
| Processes withdrawals  
|--------------------------------------------------|
| Payroll Office | Mary Reed 107-A  
| Mary Reed 107-A  
| Mary Reed 107-A  
| 2199 S. University Blvd.  
| 2199 S. University Blvd.  
| Denver, CO 80208  
| Denver, CO 80208  
| Ph: 303.871.3754 | Fax: 303.871.4221  
| Ph: 303.871.3754 | Fax: 303.871.4221  |
|--------------------------------------------------|
| Houses W-4s and tax exemption status  
| Sends out W-2s  
| Releases paychecks  
| Processes Direct Deposit Forms  
| Processes Employment Verifications  
|--------------------------------------------------|
| Human Resources | Mary Reed 4th Floor  
| Mary Reed 4th Floor  
| Mary Reed 4th Floor  
| 2199 S. University Blvd.  
| 2199 S. University Blvd.  
| Denver, CO 80208  
| Denver, CO 80208  
| Ph: 303.871.7420 | Fax: 303.871.3656  
| Ph: 303.871.7420 | Fax: 303.871.3656  
| www.du.edu/hr  
<table>
<thead>
<tr>
<th><a href="http://www.du.edu/hr">www.du.edu/hr</a></th>
</tr>
</thead>
</table>
| Drug and Alcohol Policy  
| Anti-Discrimination Policy  
| Workplace violence  
| Offers professional development courses  
| Houses I-9 records  
|--------------------------------------------------|
| Career Center | Suite 30 Driscoll Center South  
| Suite 30 Driscoll Center South  
| Suite 30 Driscoll Center South  
| 2050 E. Evans Ave.  
| 2050 E. Evans Ave.  
| Denver, CO 80208  
| Denver, CO 80208  
| Ph: 303.871.2150 | Fax: 303.871.4335  
| Ph: 303.871.2150 | Fax: 303.871.4335  
| Email: career@du.edu  
| Email: career@du.edu  
| www.du.edu/studentlife/career  
<table>
<thead>
<tr>
<th><a href="http://www.du.edu/studentlife/career">www.du.edu/studentlife/career</a></th>
</tr>
</thead>
</table>
| Directs internship program  
| Offers career counseling  
| Organizes employment workshops for resume writing, interview techniques, etc.  
| Hosts career fair  
|--------------------------------------------------|
Student Employee Work Program

The Student Employee Work Program provides jobs for students with financial need, allowing them to earn money to help pay education expenses. The program encourages positions in community service and work related to each student’s course of study. Work award jobs are available both on and off campus. If the student works off-campus, then the employer will be a private nonprofit organization or a public agency. The work performed must be in the public interest.

Although many students qualify, a work 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. Examples of work awards may include, but are not limited to, Work-Study, Ellison Work Award, International Work Award, and DU Student Employment.

Work Program Objectives:
- To assist students in meeting educational costs.
- To the maximum extent possible, provide jobs that complement 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 students aware of community service job opportunities and encourage them to get involved with local nonprofits and government agencies.
- To provide a human resource to the University of Denver.

Community Service Program

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

Find a Community Service Job
If you are interested in applying for a Community Service position, contact our office or visit the Student Employment website at www.du.edu/studentemployment. You may not apply for a Community Service position unless the agency is contracted with University of Denver for the 2012-2013 academic year.

AmeriCorps Service Scholarship
If you decide to utilize your work 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
- 675 hours = $1,800 service scholarship
- 900 hours = $2,363 service scholarship

Please contact the Center for Community Engagement and Service Learning at 303.871.3332 or email duamericorps@du.edu for additional information.
Work Award Eligibility

To qualify for a work award a student must:

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

Priority will be given to students enrolled full-time who meet the priority application deadline. Students enrolled half-time, in continuous enrollment, or are in a reduced rate academic program* will be offered a work award in the amount of $1500, without the option to increase their award. Work awards will be prorated for students that: do not attend full year; switch his/her academic program to a reduced tuition program; or change his/her enrollment from full-time to half-time or continuous enrollment. Students may only retain one Work award position at a time, and may not utilize both Work award funds and a GTA or GRA waiver within the same quarter or semester.

*For the 12-13 aid year, quarter students that have a tuition rate less than $1062 per credit, semester students that have a tuition rate less than $1305 per credit. Examples include but are not limited to The Women's College, University College, and Certificate and Licensure programs.

Work Award Policies and Procedures

Work Awards
The total work award depends on when the student applied, the level of need, and the funding level available at the time the student applied. Work awards are 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 award for an undergraduate student is $6,000 and the maximum award amount for a graduate student is $10,000. Students enrolled half-time, in continuous enrollment, or are in a reduced rate academic program will be offered a work award in the amount of $1500, without the option to increase their award. Work awards will be prorated for students that: do not attend full year; switch his/her academic program to a reduced tuition program; or change his/her enrollment from full-time to half-time or continuous enrollment.

For newly awarded students, all work award funds are distributed on a first-come, first-served basis, to those who met the priority deadline.

- Priority Date for New Students: February 15th
- Priority Date for Continuing Students: March 15th

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

1. students who posted earnings for a work award in the previous year and submitted a complete financial aid application by the priority date, March 15th, neediest students first.
2. students who did not receive work award in the previous year, submitted a complete financial aid application by the priority date, March 15th and indicated on the Free Application for Federal Student Aid (FAFSA) that s/he would like work award, neediest students first.

Because work awards are a highly competitive financial aid awards, 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 put on a waitlist. However, we cannot guarantee that the Office of Student Employment will have the funds to award all requests. Employment is an excellent financing option and students can still work even if they do not receive a work award. You may contact the Office of Student Employment for more information regarding these options.

**Loan Changes**

If you are awarded a work award through the waitlist process, a loan change may be required. There are two common work award 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 federal Direct 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, federal PLUS Loan, or federal Direct 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 one-two weeks to process changes.

**Award Increase, Cancellation, or Reduction**

**Award Increase**

If you expect that you will earn more than their award during the year, then you can fill out the Award Increase Form via webCentral 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 funding remaining. Not all award increases will be processed due to these restrictions.

In order to receive an 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 awards will be cancelled if:

- The award is not accepted by July 1st.
- 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 a student receives an additional scholarship or grant, requests a loan, or makes a loan change, the work award will be reduced by any amount necessary to prevent awards that exceed gross need. Work award reductions occur frequently for students, thus students and supervisors should anticipate an award change.

**Work Award 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 job description should be presented to all student employees by his or her supervisor.
Supervisors hiring for work award positions are responsible for submitting the Job Description through our online database system for approval, which is also utilized to recruit for the position.

A Note about Work Award Job Duties
At University of Denver, student employees perform a variety of job duties. The work award 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.

Pay Rates
Department of Education regulations state that pay must be determined according to the type of work performed. In past academic years, 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.

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 during the hiring process and terminating the work award position.

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

\[
\frac{\text{Total Work Award}}{\text{Rate of Pay}} = \text{Total Hours of Eligibility}
\]
\[
\frac{\text{Total Hours of Eligibility}}{\text{Number of Weeks Employed}} = \text{Number of Hours per Week}
\]

New Hire Process
Your supervisor should initiate the New Hire Process. During this process, you may be asked to complete the following:

- **Background Checks**: Work award 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.
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.

Once the process is complete, you will have an Employee tab in webCentral where you can complete the following items:

- Under Employee Information→Employee Additional Online Action Items
  - Confidentiality Statement: This statement is now required for all employees and is available online via webCentral once the student has been hired.
  - Patent Agreement: This form is required for all employees to maintain appropriate Intellectual Property rights for DU.

- Under Employee Information→Paycheck Direct Deposit
  - Direct Deposit: Students are encouraged to enroll in Direct Deposit. If they choose not to enroll in Direct Deposit, then their paychecks will be mailed to them. Direct Deposit is the student’s best option for being paid promptly.
  - Tax Forms→Electronic W-2 Consent: Students are encouraged to enroll in electronic W-2s as it will be the most prompt way to distribute this information. It will also allow students to access this information at any time.

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 award 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 award employment begins as early as July 2nd and ends the last day of exams in the spring quarter (main campus). The law school begins July 2nd and ends the last day of exams in the spring semester. Departments must budget appropriately if they wish to hire work award students during June, July, and August as these dollars will come from their next year’s allocation.

First-year students should register for fall term before beginning work award employment. If a department would like to hire an incoming student before they are enrolled, they have to ability to do so, but should the student not attend DU in the fall, all earnings will be charged to the department. The work award appointment is temporary and ends by the last day of finals in spring term each year.

Employment in the Summer
Students may continue to utilize their 2012-2013 work award until the last day of finals, June 6, 2013. If a student is enrolled at least half-time in summer term, they may continue to utilize work award funds until June 16, 2013. The 2013-2014 work award will begin on July 2, 2013 for students registered for fall term.

Graduation
If your work award employee graduates, the last day of finals for that term is the last day the 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. Employees may not volunteer hours at their work award job. If a student is participating in a “Service Learning” course and the Work 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 award 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 award 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.

<table>
<thead>
<tr>
<th>Hours Worked</th>
<th>Break Time</th>
<th>Paid or Unpaid</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>10 minutes</td>
<td>Paid</td>
</tr>
<tr>
<td>5</td>
<td>30 minutes</td>
<td>Unpaid</td>
</tr>
<tr>
<td>6</td>
<td>60 minutes</td>
<td>Unpaid</td>
</tr>
</tbody>
</table>

Overtime
It is not recommended that student employees 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.

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Start Date</th>
<th>End Date</th>
<th>Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>BW 15</td>
<td>7/02/2012</td>
<td>7/15/2012</td>
<td>7/20/2012</td>
</tr>
<tr>
<td>BW 16</td>
<td>7/16/2012</td>
<td>7/29/2012</td>
<td>8/03/2012</td>
</tr>
<tr>
<td>BW 17</td>
<td>7/30/2012</td>
<td>8/12/2012</td>
<td>8/17/2012</td>
</tr>
<tr>
<td>BW 18</td>
<td>8/13/2012</td>
<td>8/26/2012</td>
<td>8/31/2012</td>
</tr>
<tr>
<td>BW 19</td>
<td>8/27/2012</td>
<td>9/09/2012</td>
<td>9/14/2012</td>
</tr>
<tr>
<td>BW 21</td>
<td>9/24/2012</td>
<td>10/07/2012</td>
<td>10/12/2012</td>
</tr>
<tr>
<td>BW 22</td>
<td>10/08/2012</td>
<td>10/21/2012</td>
<td>10/26/2012</td>
</tr>
<tr>
<td>BW 23</td>
<td>10/22/2012</td>
<td>11/04/2012</td>
<td>11/09/2012</td>
</tr>
<tr>
<td>BW 24</td>
<td>11/05/2012</td>
<td>11/18/2012</td>
<td>11/23/2012</td>
</tr>
<tr>
<td>BW 25</td>
<td>11/19/2012</td>
<td>12/02/2012</td>
<td>12/07/2012</td>
</tr>
<tr>
<td>BW 26</td>
<td>12/03/2012</td>
<td>12/16/2012</td>
<td>12/21/2012</td>
</tr>
</tbody>
</table>

Timesheets

Students should turn in timesheets 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 the new hire request 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 award employee paychecks are not available to individual departments. You will have two options for receiving your paycheck:

1. Every work award employee is eligible to enroll in Direct Deposit (see below).
2. If you do not enroll in Direct Deposit, then Payroll will automatically put your paycheck and send it to the mailing address on file.

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, webCentral, or the Student Employment website.
Tax Information
Money earned through the Work award 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 award 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.

Student 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 award. At the orientation, freshmen and transfer students receive information about the work award program and instructions for finding a job. Students may begin working after attending this orientation. All students must find a job by October 15th 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 award 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 their outstanding students during National Student Employment week, the second full week in April. To help raise awareness of all of the extraordinary student employees at the University of Denver, the Office of Student Employment sponsors the University of Denver Student Employee of the Year 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. Through the procedures which follow and by targeted educational programming, the University will seek to prevent, correct and discipline behavior that violates this Policy.

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, sex, sexual orientation, gender identity, gender expression, 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.
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 my request translation services by schedule an appoint 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 Students

Student Employment Website
www.du.edu/studentemployment
The Student Employment website is an excellent resource for students. Work award 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
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 award 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 award 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