Work-Study Handbook

2017-2018

FINANCIAL AID
Student Employment

Student Employment
University Hall 255
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Denver, Colorado 80208
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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.

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2017-2018 Academic Calendar for UNDERGRADUATE & GRADUATE Students

July 10	First Day of Employment (student must be registered for fall term)
Sept. 4	Labor Day - **University Closed**
Sept. 5-9	New Student Orientation and Registration
Sept. 11	Fall Quarter Begins
Nov. 17	Last day of Fall Quarter classes
Nov. 18-21	Final Examination Period
Dec. 25 – Jan. 1	Winter Break – **University Closed**
Jan. 3, 2018	Winter Quarter Begins
Jan. 15	Martin Luther King, Jr. Day – **University Closed**
March 13	Last Day of Winter Quarter classes
March 14-17	Final Examination Period
March 26	Spring Quarter Begins
Second week of April	National Student Employment Appreciation Week
June 1	Last Day of Spring Quarter
June 4-June 7	Final Examination Period ***June 7 – Last Day to use 2017-18 Work-Study Funds**

2017-2018 Academic Calendar for <u>LAW</u> Students

July 10	First Day of Employment (student must be registered for fall term)
Aug. 7-11	New Student Orientation and Registration
Aug. 14	Fall Semester Begins
Sept. 4	Labor Day - **University Closed**
Nov. 20	Last day of Fall Semester classes
Nov. 29 – Dec. 13	Final Examination Period
Dec. 25 – Jan. 1	Winter Break – **University Closed**
Jan. 8	Spring Semester Begins
Jan. 15	Martin Luther King, Jr. Day – **University Closed**
March 12-16	Spring Break
Second week of April	National Student Employment Appreciation Week
April 23	Last Day of Spring Semester
May 2-17	Final Examination Period ***May 17 – Last Day to use 2017-18 Work-Study Funds**

Resources List

Student Employment University Hall 255 2197 S. University Blvd. Denver, CO 80208 Ph: 303.871.6792 | Fax: 303.871.7486 Email: stuemp@du.edu www.du.edu/studentemployment	• Maintains the Student Employment website • Develops and manages the Work-Study Program • Develops and manages the Community Service Work-Study program • Locates and develops jobs for the Off-Campus Job Board
U.S. Department of Labor Frances Perkins Building 200 Constitution Ave., NW Washington, DC 20210 1-866-4-USA-DOL www.dol.gov	• Fosters, promotes, and develops the welfare of the wage earners, job seekers, and retirees of the United States • Improves working conditions • Advances opportunities for profitable employment • Assures work-related benefits
The National Student Employment Association www.nsea.info	• Offers reward and recognition advice for employers • Provides a list of web resources that may be helpful to employers
Human Resources Mary Reed 4th Floor 2199 S. University Blvd. Denver, CO 80208 Ph: 303.871.7420 | Fax: 303.871.3656 www.du.edu/hr	• Drug and Alcohol Policy • Anti-Discrimination Policy • Workplace violence • Offers professional development courses
Risk Management 2199 S. University Blvd. Denver, CO 80208 Ph: 303.871.2327 | Fax: 303.871.4455 www.DU.edu/risk	• Oversees University's work injury and sexual harassment reporting requirements • Point of contact for Workers Comp claims
Shared Services Center Aspen Hall 2280 S. Vine Street Denver, CO 80210 Ph: 303-871-7420 | Fax: 303-871-2143 www.du.edu/sharedservices/hr	• I-9 completion and processing • W4, direct deposit information

<div align="center">**Student-Employee Work-Study Program**</div>

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.

<div align="center">**Community Service Work-Study Program**</div>

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 members of an organization with membership limits,

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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.

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 the *Community Service Work-Study Supervisor Handbook*. In general, supervisors are expected to:
- Develop a job description for each position available at the agency;
- Post job openings on the University of Denver Student Employment website;
- 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 PioneerTimekeeping 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 (Sunday – Saturday);
- 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 share of wages paid by an agency for work performed by a student working with an off-campus partner for 2017-18 is 30%. This 30% share that the agency is responsible for is to be paid by the agency on a quarterly basis.

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.

The share of wages paid by an agency for work performed by a student working as a Community Service Tutor for 2017-18 is 30%. This 30% share that the agency is responsible for is to be paid by the agency on a quarterly basis.

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.

Off-campus community service Work-Study agencies will be billed on a quarterly basis.

Work Duty Expectations
In accordance with Federal Work-Study 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 enrolled full-time 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 award 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 17-18 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 17-18 academic year priority deadline for new students was February 15, 2017. The 2017-18 academic year priority deadline for continuing students was March 15, 2017.

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 2017-18 financial aid package, he/she has the option to request Student Employment add him/her 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 off-campus employment opportunities using the Student Employment job board located at www.du.edu/studentemployment.

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 his or her work study award. Therefore, it is the student's responsibility to monitor his or her work study earnings throughout the academic year to ensure he or she will have sufficient time to work at his or her 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 his loans 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 1, 2017; or
- The student does not secure a Work-Study position by October 15, 2017. Student studying abroad in the Fall of 2017 will have until January 31, 2018 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) his 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 with Student Employment. Furthermore, every student employee should be able to consult the job description throughout

the year to ensure that he has a clear understanding of his role within the unit. A sample job description is included as **Appendix A** to this handbook.

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.

Job Grade Level Classification
Job Grade Level Classifications are separated into levels from 0 – 5. By determining the appropriate knowledge, skills, and abilities necessary to perform the job responsibilities the Job Grade Level Classification most appropriate for this position. The Job Grade Level Classification scale is included as **Appendix B** to this handbook.

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.

Work-Study Award Earnings and Limits
It is the supervisor's responsibility to monitor your Work-Study student employees' earnings to ensure a student does not earn more than their authorized award amount. Student Employment will also monitor a Work-Study student's earnings. If a student earns over his Work-Study award amount, then Student Employment will rectify the overage by charging the organization, 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.

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Hiring Process

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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 for Student Employment's approval prior to requesting hiring a student.

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 1, 2017);
- 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);
- Copy and paste the entire job description from the Student Employment job board into the Job Description;
- Enter the appropriate Pay Rate (Colorado Minimum Wage is $9.30);
- 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, his pay check will be mailed to the address on file with the University (which often times is the student's home address rather than his 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 for students to earn wages from their Work-Study award for the 2017-18 academic year is July 10, 2017.

The last day for students to earn wages from their Work-Study award for the 2017-18 academic year for Law Students is May 18, 2018; Undergraduate/Graduate Students is June 8, 2018.

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 2017 graduation (UG or GR) the last day to work will be November 21, 2017. For Law Fall Semester graduation, the last day to work would be December 13, 2017.

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 Agency 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 (off-duty, unpaid time) 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.

Hour Worked	Mandated Break Time	Break - Paid or Unpaid
4	10 minutes	Paid
5	30 minutes	Unpaid
6	60 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 (Sunday – Saturday) 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 2017-2018 Academic Year

Pay Period	Start Date	End Date	Pay Date
BW 15	07/10/17	07/23/17	07/28/17
BW 16	07/24/17	08/06/17	08/11/17
BW 17	08/07/17	08/20/17	08/25/17
BW 18	08/21/17	09/03/17	09/08/17
BW 19	09/04/17	09/17/17	09/22/17
BW 20	09/18/17	10/01/17	10/06/17
BW 21	10/02/17	10/15/17	10/20/17
BW 22	10/16/17	10/29/17	11/03/17
BW 23	10/30/17	11/12/17	11/17/17
BW 24	11/13/17	11/26/17	12/01/17
BW 25	11/27/17	12/10/17	12/15/17
BW 26	12/11/17	12/24/17	12/29/17
BW 1	12/25/17	01/07/18	01/12/18
BW 2	01/08/18	01/21/18	01/26/18
BW 3	01/22/18	02/04/18	02/09/18
BW 4	02/05/18	02/18/18	02/23/18
BW 5	02/19/18	03/04/18	03/09/18
BW 6	03/05/18	03/18/18	03/23/18
BW 7	03/19/18	04/01/18	04/06/18
BW 8	04/02/18	04/15/18	04/20/18
BW 9	04/16/18	04/29/18	05/04/18
BW 10	04/30/18	05/13/18	05/18/18
BW 11	05/14/18	5/27/18	06/01/18
BW 12	05/28/18	06/10/18	06/15/18

Timekeeping

On Campus Supervisors:
The PioneerTime Keeping System (Kronos) 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 24th and ends on Sunday, August 6th. Time approval will be due by 4:00 pm on Monday, August 7th.

Students can enter their time in Kronos 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.

Kronos 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). PioneerTiome 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 stuemp@du.edu for all off campus work study students.
We will request these on a bi-weekly basis to verify the time imputed in Kronos 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

New Student Orientation
New Student Orientation, also known as Discoveries, is designed by the University to assist first year students in making the best possible start to their experience at DU. The Office of Financial Aid with Student Employment attends Discoveries and presents an educational session for new students that have accepted a Work-Study award.

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.

Resources for Student Employees

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

The DU Career Center Website
http://www.du.edu/studentlife/career/
The Career Center offers a plethora of resources for student career development.

Diversity and Community Awareness Training
http://www.du.edu/ccesl/   http://www.du.edu/cme/
Please contact CCESL for more information.

Responsibilities

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 on the DU Student Employment Website

The Work-Study job board on the Student Employment website is accessible to only students with a Work-Study award. 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.

<u>Sample Interview Questions</u>
- 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.

Merit Pay Increase
When reviewing the performance of Work-Study student employees, supervisors may want to reward outstanding performance by increasing their pay rate. Work-Study student employees are eligible for a merit pay increase if he or she has been employed as a Work-Study student employee at your agency for more than 6 months.

The supervisor must submit a *Merit Increase Form* to Student Employment, which is available on the Student Employment website. If the merit increase request is approved, then Student Employment will send an email confirmation with the assigned effective date. The increased pay rate may not exceed the student pay grade classification for the position. The *Merit Increase Form* is an interactive form available on the Student Employment website.

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:

Step One: Verbal Discussion
Work-Study student employees should receive an initial, verbal warning from their immediate supervisor.

Step Two: Written Statement
Work-Study student employees should receive a written warning outlining all infractions and possible ways to remedy the problem. Work-Study positions are real jobs and, therefore, a written warning is professional and just. Student Employment has developed an *Employee Corrective Action Form* to assist you with the corrective action process. The *Employee Corrective Action Form* is available on the Student Employment website.

Step Three: Termination
In the event that termination is necessary, the supervisor must submit a *Separation Form* to the Office of Student Employment. This form must be signed by the supervisor and student employee. This form will be placed in the student's file. Please attach copies of written warnings given, if applicable. The *Separation Form* is available on the Student Employment website.

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 of 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 Job Description

Athletic Student Support Services	
Job ID	6458
Job Type	On-Campus Work-Study
Employer	Athletics and Recreation (ATHL)
Job Category	AR - Athletics/Recreation
Summary of Duties	Qualified candidates will be members of the Athletic Department Student Support Services Staff (SASS). As a member of the SASS qualified candidates will assist in the day to day operations of student support services which include but not limited to monitoring study hall, text book distribution and return, assist with athletic tutors and office duties etc. This position requires some evening during the academic year. This position requires candidates to have high energy and the ability to engage with students athletes.
Skills, Knowledge, and Ability	Applicant must have general knowledge of the DU campus. Must like to laugh on a daily basis, eat cookies and Cheetos and you must like to work with fun people, in a very fun environment.
Available Openings	2
Hours	7.0 to 11.5 hours per week
Hourly Rate	$11.00/hour to $15.50/hour
Time Frame	Academic Year
Start Date	Monday, July 14, 2015
End Date	Thursday, June 02,2016
Primary Contact	Bossy Boss
Primary Contact's Email	name@du.edu
Phone Number	303.888.8888
Fax Number	
Work Location	Ritchie Center
JLD?	No
Education Required	

Appendix B: Job Grade Classifications

Grade	0/Entry	1	2	3	4
Skills/Knowledge	· Little to no prior knowledge required. · Acquires job skills to perform routine tasks.	· Some prior knowledge required. · Acquires job skills to perform routine tasks.	· Applied basic skills and procedures appropriate for the position within assigned functional area. · Acquires job skills to perform routine tasks.	· Has learned the basic skills and routine tasks necessary. · Beginning to learn advanced skills and gaining an understanding of the total process flow.	· Possesses all basic and some advanced skills and knowledge. · Has a thorough under-standing of the total process flow.
Duties and Tasks	· Be present, monitor facility. · Follows existing policies, practices and procedures. · Refers questions and problems to higher levels. Identifies and reports quality concerns.	· Simple and repetitive. · Follows existing policies, practices and procedures. · Refers questions and problems to higher levels. Identifies and reports quality concerns.	· Simple and repetitive. · Follows existing policies, practices and procedures. · Refers questions and problems to higher levels. Identifies and reports quality concerns.	· Varied but standardized; semi-routine in nature. · Ability to recognize deviation from accepted practice is required. · Judgment and analysis are sometimes required in resolving problems and making recommendations.	· Moderately complex in nature. · Judgment and analysis are required in resolving problems and making recommendations. · Insures that all details of a task are accomplished properly.
Personal Competencies	· Waits for instructions to perform tasks · Does not interact with others from other work areas. · Attemps to understand and meet quality standards.	· Hesitates to ask questions and seek direction. · May interact with others from other work areas. · Understands and meets quality standards.	· Willingly asks questions and seeks direction. · Works with others from other work areas. · Understands and meets quality standards. · Supports new ideas and helps to implement them.	· Willingly shares skills and knowledge. · Effectively gives and receives feedback.	· Sets good examples for others; good role model. · Participates in continuous improvement efforts. · Considers the impact on the customer when making decisions. · Uses judgment and tact.
Supervision Given and Received	· Works under direct supervision. No decision making · Follows detailed instructions and reports any deviation to lead/supervisor.	· Works under direct supervision. · Follows detailed instructions and reports any deviation to lead/supervisor.	· Works under direct supervision. · Follows detailed instructions and reports any deviation to lead/supervisor.	· Receives general instructions on routine work, detailed instructions on new assignments. · Occasionally provides functional guidance to peers.	· Works under minimum supervision. · Assignments are received in the form of results expected, due dates and general procedures to follow. · May provide functional guidance to student employees.
Proficiency	Acquires skill in operating standard office equipment.	Refines skills in operating standard office equipment.	Operates standard office equipment	Demonstrates proficiency with standard office equipment.	Demonstrates proficiency with standard office equipment.
Salary Grade	0/Entry	1	2	3	4

Student Employment 2017-18 Pay Grade Ranges			
Grade	**Minimum**	**Target**	**Maximum**
0	$9.30	$10	$11.50
1	$9.50	$11.50	$13.25
2	$10.50	$13.25	$15.50
3	$11.50	$14.25	$16.75
4	$13.00	$16.25	$19.00