



**UCCS CAMPUS POLICY**

**Policy Title: Student Employment**

**Policy Number: 300-020**

**Policy Functional Area: HUMAN RESOURCES**

Effective:

July 1, 2014

Approved by:

Pam Shockley-Zalabak, Chancellor

Responsible Vice Chancellor:

Vice Chancellor of Administration and Finance (VCAF)

Office of Primary Responsibility:

Human Resources

Policy Primary Contact:

Human Resources 719-255-3372

Supersedes:

N/A

Last Reviewed/Updated:

June 2, 2014

Applies to:

Student employees and Supervisors of student employees

Reason for Policy: To establish the requirements, restrictions on, and guidelines for the hiring of and work hours assigned to student employees at UCCS. This policy also directs certain departments in the creation of departmental procedures to ensure adherence to the policy.

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## I. INTRODUCTION

- A. The purpose of this policy is to establish the requirements, restrictions on, and guidelines for the hiring of and work hours assigned to student employees at UCCS. This policy also directs certain departments in the creation of departmental procedures to ensure adherence to the policy. This policy is necessary to support the University's commitment to student academic excellence. UCCS understands student employees are students first and employees second. As such, attention to academic success, retention, and persistence to graduation are the primary reasons the University provides student employment. Second, this policy is to ensure that the UCCS campus adheres to University, state, and federal laws, rules and regulations.
- B. The University's policy on Student Employment sets certain requirements, restrictions, and guidelines for the employment of UCCS students utilizing any University of Colorado financial source (i.e., fund, speedtype) regardless of whether the student is engaged in work on campus or off campus. This policy is in compliance with the Internal Revenue Service which considers the University of Colorado, which includes the Anschutz, Boulder, Denver, and Colorado Springs campuses as well as the CU system office as one employer. Additional procedures regarding student employment are available in the UCCS Student Employment Handbook located on the Student Employment website.

- C. This policy is necessary to support the University's commitment to student academic excellence. UCCS understands student employees are students first and employees second. As such, attention to academic success, retention, and persistence to graduation are the primary reasons the University provides student employment. Second, this policy is to ensure that the UCCS campus adheres to University, state, and federal laws, rules and regulations.

## II. POLICY STATEMENT

- A. Authority for the creation of campus administrative policies is found in The Laws of the Regents, 2007, Article 3 Section B.5(A) which states:

The chancellor of each campus shall be the chief academic and administrative officer responsible to the president for the conduct of affairs of their respective campus in accordance with the policies of the Board of Regents. The chancellor shall have such other responsibilities as may be required by these Laws, or Regent policy, or as may be delegated by the president.

- B. Procedures:

- 1. Minimum enrollment requirements:

- a. Undergraduate students:

- i. Fall and spring semester employment periods: The student must be enrolled in at least six (6) credit hours for each semester.
      - ii. Summer semester: While no minimum credit hours are required, students not enrolled in six (6) credit hours for the summer term must have been enrolled in the previous spring semester and the upcoming fall semester for the minimum hours described in V.A.1.a. Special provisions for incoming students and seniors who graduated during the immediate past spring semester may apply and will be determined by the UCCS Office of Financial Aid and Student Employment.

- b. Graduate Students

- i. Fall and spring semester employment periods: The student must be enrolled in at least three (3) credit hours for each semester.
      - ii. Summer semester: While no minimum credit hours are required, students not enrolled in three (3) credit hours for the summer term must have been enrolled in the previous spring semester and the upcoming fall semester for the minimum hours described in V.A.2.a. Special provisions for incoming graduate students and students who graduated during the immediate past spring semester may apply and will be determined by the UCCS Office of Financial Aid and Student Employment.

- c. Exception

- i. The only exception to the minimum enrollment requirements is for undergraduate seniors in the final semester (fall or spring) of school when the following occurs:
          - a) The student is enrolled in at least three (3) credit hours, and
          - b) The student is eligible to graduate at the end of the semester, and
          - c) The student has applied for graduation for that semester.

- d) The student and the employing department apply in writing to the UCCS Office of Financial Aid and Student Employment for a waiver from V.A.1.a of this policy.
- ii. The only exception to the minimum enrollment requirements for graduate students is for those graduate students enrolled in a dissertation/thesis course when such enrollment is considered full-time. Validation from the academic department is required.
- iii. There are no other exceptions to sections V.A.1.a and V.A.2.a of this policy.
- d. Students are not permitted to work during the scheduled time of a class in which they are enrolled.

2. Maximum work hours allowed:

a. Multiple positions.

- i. All campuses and system administration of the University of Colorado and all departments, colleges, centers, divisions, or other degree or non-degree units are considered one employer under Internal Revenue Service rules.
- ii. Students working in more than one position at UCCS and/or any other campus and/or system administration of the University of Colorado are required to:
  - a) Disclose additional CU Employment at the time of application. Should the student employee be offered the job the student must complete another position disclosure form to be sent the UCCS Office of Student Employment and each CU supervisor.
  - b) Declare a primary department, college, center, division, or unit. The student's supervisor in this department will be considered the supervisor of record. iii. Disclose to each supervisor any other employment the student may have including employment with any other University of Colorado department, college, center, division, or unit.
  - c) This disclosure must be done any time the student employee changes positions.
  - v. Once hired, and in accordance with University of Colorado Administrative Policy Statement 5012, all student employees are required to disclose all employment, including employment outside of UCCS, within 60 days of hire and annually thereafter in accordance with campus procedures.
  - d) Supervisors are required to immediately forward the disclosure of a student's additional employment with any University of Colorado employer to the UCCS Office of Student Employment.
- b. The number of hours a student employee may work in all positions combined (the aggregate of a student employee's multiple positions in multiple departments for any University of Colorado employer), is limited as follows:
  - i. Fall semester: The fall semester is defined as 20 weeks. The specific calendar shall be determined by the UCCS Office of Financial Aid and Student Employment. The maximum number of hours a student employee may work is 25 hours per week or 50 hours per bi-weekly payroll period provided no single week in that period exceeds 40 hours.

- ii. Spring semester: The spring semester is defined as 20 weeks. The specific calendar shall be determined by the UCCS Office of Financial Aid and Student Employment. The maximum number of hours a student employee may work is 25 hours per week or 50 hours per bi-weekly payroll period provided no single week in that period exceeds 40 hours.
  - iii. Summer semester: The summer semester is defined as 12 weeks. The specific calendar shall be determined by the UCCS Office of Financial Aid and Student Employment. The maximum number of hours a student employee may work is 40 hours per week or 80 hours per bi-weekly payroll period.
  - iv. For positions where students are salaried, receive a stipend, or serve in an on-call capacity, the employing department, college, center, or unit is required to file a form with the UCCS Human Resources Office and the UCCS Office of Student Employment that details the hourly effort for the compensation. The UCCS Office of Human Resources is responsible for approving these forms to ensure that the calculation is consistent with best and reasonable practice.
- c. Exceptions:
- i. Student employment is concurrent with employment in a classified staff position, University staff position, and/or a faculty position when:
    - a) Such staff or faculty position is at a 50% or greater appointment, where benefits are already allocated to the position, and
    - b) The aggregate of the multiple positions will not increase the employee to greater than 1.0 full time equivalent (FTE) effort, and
    - c) Federal, state, and university laws, rules, and/or policies do not prohibit such employment, and
    - d) The primary University of Colorado employing unit agrees to the additional student employee position, and
    - e) The employee has applied for and received written permission from the UCCS Office of Human Resources for the additional employment.
  - ii. Business Purpose. To qualify for business purpose exception under this policy, the following must be presented:
    - a) An employing department head presents, through his/her dean or director, to the department's vice chancellor the following for each student position requested for exemption:
      - (i) A business plan demonstrating why the objectives of a specific student employee position cannot be completed within the hour restrictions outlined in section V.B.2, and
      - (ii) An explanation as to why the position cannot be split into two student employee positions thereby allowing the hiring of more students, and
      - (iii) University of Colorado financial statements to demonstrate that the employing department has the means by which to pay for health insurance for the affected employee as follows:

- (a) Cash or unencumbered budget on hand in an amount equal to one year of the University's contribution for health insurance and an acknowledgement that this amount follows the student, and
- (b) Statement that indicates the employing department understands the budget or cash will be transferred to a holding account that will be managed by the UCCS Budget Office and will not be returned to the employing department unless or until:
  - The student employee never enrolls in health insurance benefits and the student employee separates from University employment for 26 weeks, or
  - The student employee is hired into a University staff or faculty position that was advertised and posted as including full benefits in which case the funds will be returned after one year of such employment.
- b) If the proposal outlined in V.B.3.b.i. is accepted by the unit vice chancellor the proposal is forwarded to the Vice Chancellor for Administration and Finance for budget review and final approval.
- iii. There are no further exceptions to this policy.

#### 4. Consequences:

- a. While the UCCS Office of Student Employment and the UCCS Office of Human Resources will monitor student enrollment requirements and student work hours for compliance with this policy, supervisors are responsible for communicating this policy to their student employees and student employees are responsible for communicating with the supervisor(s) if they drop below the minimum enrollment requirements and any scheduling which may take the student above the maximum work hours allowed.
- b. Outside the exceptions identified in the policy, failure to have or maintain the minimum enrollment requirements will result in automatic disqualification and/or termination from student employment.
- c. Students who violate the maximum work hours allowed per bi-weekly payroll period will be issued a warning. A warning will also be sent to the supervisor(s).
  - 1. Continued violation of this policy may result in a reduction in employment hours or termination of the student's employment. Future student employment may also be impacted.
  - 2. Federal Work-Study student employees should also monitor work hours relative to their earnings limit and contact the Office of Financial Aid with any questions.
  - 3. International student employees must comply with work-hour limits set by the U.S. Citizenship and Immigration Services (USCIS).
- d. Departments may be subject to additional administrative charges as violation of this policy subjects the University to additional exposure under the Affordable Care Act (ACA).

## 5. Responsibility:

- a. All University colleges, departments, centers, units and all employees including student employees are required to comply with this policy. All documents generated as a result of this policy are required to be maintained in student employment files and retained in accordance with the records retention policy.
- b. The UCCS Office of Financial Aid/Student Employment is responsible for approving exceptions as detailed in the policy.
- c. The Office of UCCS Human Resources is responsible for approving exceptions as detailed in the policy.

## III. KEY WORDS

Credit Hours

## IV. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES

- A. Administrative Policy Statements (APS) and Other Policies
  1. [University of Colorado Administrative Policy Statement 5012](#)
- B. Procedures
- C. Forms
  1. [The Affordable Care Act](#)
  2. [UCCS Student Employment Handbook](#)
- D. Guidelines
- E. Other Resources (i.e. training, secondary contact information)
- F. Frequently Asked Questions (FAQs)

## V. HISTORY

Initial policy approval      June 2, 2014