

Student Employment Handbook

2019-2020

INTRODUCTION

Student employment is an integral part of the Regis University community that benefits both students and the university. The program provides students with the opportunity to develop valuable work habits, skills, money management practices, contacts, and leadership qualities that can prove beneficial to a student's future career success. Student employment encompasses both Workstudy awards and Department-Funded positions.

This handbook is designed to help student employees understand the employment process, terms of employment, and the responsibilities as a student employee of the university. Please read it thoroughly, and refer to it often.

This manual and other information can be found at www.regis.edu/financialaid and under Types of Aid in Student Employment.

In accordance with its Jesuit Catholic mission, Regis University is committed to maintaining a humane atmosphere in which the rights of every individual are recognized and respected. Regis University community members (students, faculty and staff) have the right to be free from discrimination or intolerance during their engagement in educational or other activities and their course and scope of employment at the University. Regis University is committed to prevention and timely remediation of violations of applicable civil rights nondiscrimination laws and regulations.

GENERAL INFORMATION

The Student Employment program encompasses students who are awarded by the Financial Aid office and funded by one of the three work-study programs (federal, state, or Regis University) as well as students who are funded by one of the individual departments at Regis University. In both cases, the departmental supervisor interviews, hires, supervises, and submits payroll records for the student employee according to the student employment policies and procedures.

There are two Student Employment period during the year; Summer and Fall/Spring. These periods coincide with the university semesters of the same name. Student employees may begin working at the start of Summer or Fall semester, depending on the period for which they are hired. At the end of Summer semester and the end of Spring semester, all student employees will have their positions terminated and must be rehired to begin working in the next period. Students who were hired in a prior period are not guaranteed their position in a new period.

Student Employees are restricted to no more than 20 hours work per week while school is in session and no more than 40 hours per week during breaks and over the Summer. Once students have earned the full amount of their award, they must stop working or be paid out of their employer's department budget.

Student Employees are not permitted to work concurrent work-study-funded positions. Students who wish to work more than one Student Employment position can only do so if the additional position is funded through department funds. Student employees with an additional position are still limited to 20 hours per week during periods of enrollment.

Students should be aware that there are funding limitations in student employment and that a student cannot earn more than they have been awarded. During the hiring process the supervisor and the student need to plan for two semesters of work and budget the available funds accordingly.

AWARDING & ELIGIBILITY

Traditional undergraduate students are eligible for a workstudy award should they submit a FAFSA (Free Application for Federal Student Aid) by March 1 and required financial aid documents by May 1. Students in adult or online undergraduate or graduate programs, and students in non-traditional Rueckert-Hartman programs are not offered workstudy awards although some exceptions are made for students who submit a Student Employment Award Application by March 1 each year. Students who submit a FAFSA and their required documents after the aforementioned deadlines will be placed on a waitlist, bearing in mind that funding may not be available to award from the waitlist.

Award amounts:

- \$3,400 – Traditional Freshmen
- \$4,000 – Traditional Sophomores, Juniors, & Seniors
- \$4,000 – Non-Traditional undergraduate and graduate students

These amounts will be added to the student's financial aid award and are subject to reduction based upon the other aid that a student may receive. The work study award is the maximum amount that a student may earn, unless they are converted to be paid from department funds.

To be eligible for Regis University student employment funded by one of the work-study programs, a student must be currently enrolled at least full-time (12 hours per semester for undergraduates, 6 graduate hours for graduates) in an eligible degree or certificate program. To be eligible for Regis funded summer employment, a student must be registered for the Summer semester or registered full time in the upcoming Fall semester. To be eligible for student employment funded by the departments, a student must be enrolled in at least one course for the Fall and Spring. Students working in the summer must be registered for at least one course in the summer or the upcoming Fall semester. Students who have graduated and/or are not registered for the current or upcoming semester or who are not meeting Satisfactory Academic Progress may not be hired as student employees.

Approximately 3-4 weeks into the Fall semester, all students who have been awarded work study, but who have not accepted their award through WebAdvisor and have not been hired, will have their award cancelled. After cancelling these awards the Financial Aid department will determine if there are excess funds available to award to the students on the wait list.

INTERNATIONAL STUDENTS

International Students can work on campus through workstudy or department-funded positions. To be considered for Workstudy, International Students must submit the Student Employment Award Application at www.regis.edu/faforms. Workstudy awards are not guaranteed, but we will

do our best to accommodate students when budget allows. International students who have a workstudy award can find available workstudy positions through Workday (RUworks.regis.edu) in the Career worklet. Students who do not have a workstudy award can find Department-funded jobs at dfstudentjobs.regis.edu. After being offered a job, the hiring supervisor will need to write a letter confirming the date of hire, pay rate, and job description. This letter needs to be delivered to the ISS Coordinator in the Office of Global Education (Clarke Hall, Room 143) who will write a letter to the Social Security Administration. Both letters need to be hand delivered to the Social Security Administration in order for a social security card to be issued. Once the original social security card is received in the mail (approximately 15 business days), the student can complete hire paperwork. **This process must be completed before the student may begin working.**

FINDING A JOB

Available workstudy positions are posted for any student with a workstudy award to access through Workday at RUworks.regis.edu. Students must log in with their Regis ID and password and make sure to download DUO on their mobile phone and follow the setup instructions their first time logging in. DUO provides additional security for all users and is required to log into Workday.

Once logged in, on the homepage, students should see the Career Worklet. Through the worklet, they can access open Workstudy positions for fall/spring beginning August 1. Summer positions will be posted beginning April 1. Jobs are limited and are in high demand and it is recommend that interested students begin their job search early.

Students who do not have a workstudy award or who also wish to view any department-funded positions can access those positions at dfstudentjob.regis.edu.

Interested applicants for either workstudy or department-funded positions will need to apply directly through the post on Workday and include their most current resume (required). The hiring supervisor will reach out via your Regis email to set up a time to interview or connect with you about the position if they wish to hire you. For more information on interviewing tips, resume building, and career counseling, visit the Center for Career and Professional Development at <https://www.regis.edu/About-Regis-University/University-Offices-and-Services/Center-for-Career-and-Professional-Development.aspx>.

Upon being hired, new hire paperwork will be required through Workday. Hired students will have “to-do” action items in their Workday inbox which include:

- I-9 form
- W-4 Form
- Direct Deposit
- Student Employee Handbook Acknowledgement

All of these forms must be submitted and verified before a student may begin working. The I-9 form requires the student to bring in original forms of identification that must be reviewed by an authorized individual in Student Services located on the 4th floor of Main Hall. Due to this

requirement, **electronic copies of the new hire paperwork will not be accepted.**

For the I-9 form, most students bring in their US Passport, or a combination of documents like their social security card and their driver's license. A full list of acceptable documents can be found on page 3 here: https://www.uscis.gov/system/files_force/files/form/i-9-paper-version.pdf.

In addition to the new hire paperwork, any student who has been awarded workstudy funding through the state of Colorado must complete Colorado Residency Form (www.regis.edu/faforms) before they begin working.

Once all the required forms have been processed, the student and supervisor should review Workday together to make sure the student has no additional action items needed and their position and pay rate is accurate in Workday. **If a student's position and time-entry are not available in Workday or if any action items/forms are not completed within 3 business days, they are not authorized to work, and their position will be terminated.**

COMMUNITY -BASED EMPLOYMENT

Students who have need-based employment awarded (federal workstudy or state need-based workstudy) have the opportunity to work in the community through the Center for Service Learning or the Father Woody Service program. These positions pay at Job Level III. For more information please contact the Center for Service Learning in Loyola Hall at or Father Woody Service program located in the St. John Francis Regis Chapel, Room 010.

PAY

Student employees' wages are earned on a per-hour basis and paid directly to the student only through direct deposit or by a check made out to the student that will be held at Student Services located on the 4th Floor of Main Hall. We strongly encourage students to sign up for direct deposit through Workday when hired. Job level will determine a position's pay rate. The job level for a position is predetermined by the hiring supervisor. The following chart illustrates pay rates for Fall 2019.

| Job Level | Wage |
|-----------|---------|
| I | \$11.10 |
| II | \$11.20 |
| III | \$11.30 |

Starting January 1 throughout the Spring 2020 semester, wages will increase:

| Job Level | Wage |
|-----------|---------|
| I | \$12.00 |
| II | \$12.10 |
| III | \$12.20 |

TIME SHEETS

Timesheets are electronic for all student employees in Workday. Timesheets must be submitted by students before midnight every other Friday (please see the payroll schedule for exact dates). Timesheets must be turned in on time to avoid possible over-earning of awards, paying excess in taxes, and internal reporting problems.

Any student being paid for work performed MUST have a supervisor track their hours and approve a timesheet.

If a timesheet is not available, either the student or supervisor has not completed the necessary paperwork prior to the pay period or the student has no remaining award eligibility. **Students who do not have an online timesheet should be referred to the Student Employment Coordinator and should cease working, if applicable, immediately.**

CONFIDENTIALITY

Student employees shall maintain confidentiality regarding workplace issues. Some student employees will have access to paper and electronic office files and student records in a position of trust and must conduct themselves accordingly. The release or sharing of information revealed in the workplace is prohibited. The removal of files or other materials from the workplace is strictly prohibited. Any breach in confidentiality is grounds for immediate dismissal, potential loss of financial aid, or academic suspension or expulsion. Some supervisors may ask student employees to sign a confidentiality agreement or complete the **Family Education Rights & Privacy Act (FERPA) Tutorial** before they begin working.

TERMINATION POLICY

Generally, student employees are hired for the academic year and are expected to work until the end of the spring semester. However, students may be terminated at their own request or by the request of the supervisor.

When a supervisor determines that an employee's performance or conduct is unacceptable, corrective or disciplinary action may be taken.

The following offenses may result in disciplinary action:

- Excessive tardiness
- Excessive absences
- Absent without a legitimate excuse
- Failure to perform expected job duties and responsibilities
- Carelessness or lack of attention that results in injury to property or person
- Obscene language in dealing with the public or co-workers

Both the supervisor and the student should sign all written reprimands. The supervisor maintains a copy in the student employee file.

The following offenses are grounds for immediate termination:

- Breach of confidentiality
- Falsification of timesheets. This may result in loss of financial aid eligibility and compensation to the University for any falsified hours reported on timesheets.
- Theft or gross negligence resulting in serious injury to property or person
- Physical violence in dealing with the public or co-workers
- Being under the influence of drugs or alcohol while on duty

Grievance Policy

Students who wish to appeal a supervisor's decision to terminate should schedule an appointment with the Student Employment Coordinator. Supervisors may be asked to provide details and supporting documentation of a termination. The Student Employment Coordinator and the Director of Financial Aid shall review the appeal and follow procedures outlined in the *Regis University Student Handbook*.

WORKER'S COMPENSATION

Student employees at Regis University are eligible to receive worker's compensation benefits. If you should sustain a work related injury/illness the following is applicable. **In the event of a "life-threatening" injury/illness, initial medical treatment should be obtained from the most convenient and appropriate medical provider available.**

PROCEDURE:

- You must report the injury immediately to your supervisor/instructor/designated department individual supervisor.
- You should seek medical treatment from the designated medical provider as outlined below.
- An Employer's First Report of Injury (form in Human Resources) (HR) **MUST** be completed and signed by:
 - Injury of Employee – Employee's supervisor
 - Injury of Work Study – Work Study's assigned Supervisor

- Injury of Intern – designated individual in SPS Faculty, MLS
- Injury of Service Learning Student – designated individual in degree program
- Injury of Students in health related clinical experience:

Physical Therapy – designated individual in Physical Therapy Department

Nursing – designated individual in Nursing Department

Health Services Adm. & Mgt. – designated individual in Health Services Adm. & Mgt.

- If a provider needs authorization to treat, have them contact the HR Benefits Administrator at 303-964-5201, or 303-458-1869.

Instruct providers at time of treatment that all claims are to be filed with Pinnacol Assurance at 7501 E Lowry Blvd, Denver, CO 80230-7006, Phone – (303) 361-4000 / Fax – (303) 361-5000 www.pinnacol.com

DESIGNATED MEDICAL PROVIDERS - The Colorado Workers' Compensation statute allows Regis University to designate the medical provider. If you do not receive medical treatment as outlined below, you may be financially responsible for the care received.

- If you work on a Regis University campus, you **MUST** seek medical treatment and follow up care from a designated provider. All Colorado employees have access to Concentra Medical Centers. In addition to this facility, effective January 1, 2008, Regis University employees that work in Colorado have an option to choose between two different providers. Employees who work in the Denver metropolitan area also have access to Exempla Healthcare or OccMed Colorado LLC . If you are a Loveland employee you have access to WorkWell Occupational Medicine and those who work in the Colorado Springs area may also seek treatment from Memorial Health System Occupational Health Network.
- Facility location information is available in HR or the Denver phone directory.
- If you work at a Regis University site outside of the Denver metropolitan area, you should contact HR or seek medical treatment from the most appropriate medical provider available.

QUESTIONS?

For any questions or concerns, please email studentemployment@regis.edu or visit Student Services located on the 4th Floor of Main Hall.