



Student

Employment Handbook

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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.

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, as well as many of the forms referenced can be found at www.regis.edu/studentemployment.

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.

Student Employees are restricted to no more than 20 hours 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

In order to receive a work study award for 2014-15, students must complete the 2014-15 FAFSA or the Student Employment Award Application **BEFORE April 15, 2014**. **CPS and graduate-level students must complete BOTH forms before April 15, 2014** in order to receive a work study award for 2014-15. Students must be enrolled full-time in order to receive an award. Students who submit these forms after April 15 will be added to the **work study wait list**. For the Fall and Spring semesters, students will be awarded the following:

- \$2800 – Traditional Freshmen
- \$3400 – Traditional Sophomores, Juniors, & Seniors
- \$3400 – Graduate & CPS 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 may not be hired as student employees.

Approximately six weeks into the Fall semester, all students who have been awarded work study, but not obtained employed will be contacted through their Regis University email account with the option to cancel their full award, part of their award, or keep their full award. They will be required to reply with their intentions. Any student who does not reply will have their award cancelled. At this time, the **work study wait list** will be reviewed. 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. If so, these students will be awarded based on the order in which their documents were received, at a rate determined suitable by the department, based upon the funds available.

INTERNATIONAL STUDENTS

International Students can work on campus. These students must first be hired for a job by visiting the job board at INsite under "work-study classifieds" and applying. 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 International Student Coordinator in the Office of Academic Records and Registration (fourth floor of Main Hall) 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 must make an appointment with the Student Employment Assistant Director to finish the remainder of the paperwork. This process must be completed before the student may begin working.

FINDING A JOB

Available positions will be advertised on the Regis Today website (<http://today.regis.edu>) under the Classifieds section. Fall/Spring positions will be posted online 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.

Interested applicants will need to contact the person indicated in the job posting and/or complete any forms designated in the posting. Keep in mind that an interview may be required for the position. For more information on interviewing tips, resume building, and career counseling, visit Career Services.

Upon being hired, new hire paperwork will be required. If the student has never previously worked on campus, they must also fill out a student employment packet that includes the following forms:

I-9 form
W-4 Form
Workers' Compensation Acknowledgement

This paperwork may be found at www.regis.edu/studentemployment. **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 Enrollment Services. Due to this requirement, **electronic copies of the new hire paperwork will not be accepted.** Once all the required forms have been processed, the student and supervisor will be notified via email of any missing documents that will prevent the student employee from beginning work. **Any student being paid for work performed MUST complete the new hire paperwork, have a supervisor track their hours, and submit a timesheet.**

COMMUNITY -BASED EMPLOYMENT

Students who have need-based employment awarded (federal student employment or state need student employment) 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 Paul Burson in the Center for Service Learning at 303-458-4943, or Victoria McCabe with the Father Woody Service program at 303-458-3572.

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 the Cashier's office. 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 by job level.

Job Level	Wage
I	\$8.00
II	\$8.34
III	\$8.67

TIME SHEETS

Timesheets are electronic for all student employees. Timesheets are accessed by students through WebAdvisor. Timesheets must be submitted by students to the Payroll Office 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 submit a timesheet.

Once the student can view the student's timesheet in WebAdvisor, the student is eligible to begin working. 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 Assistant Director of Student Employment.

Timesheet procedure for students:

Log into webadvisor.regis.edu

Select the **Employees** menu

Select **Time entry**

Check the box for the position and the dates you wish to enter and click **Submit**. *Note: At the beginning of the new pay period, there will be two lines, one for the new pay period and one for the pay period that just ended.*

Enter time using total hours worked per day. Student employees need to enter hours worked only in the first column; the other columns do not apply to student employees. *Note: The enter key will save your information. If entering more than one time, use the tab or mouse to navigate the screen.*

When all time has been entered and is ready to be submitted to your supervisor, click the box next to the statement: **"Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval."**

Note: The Time Entry Status of "Not Complete" means that it has not been submitted to your supervisor. Time should only be submitted to your supervisor when all time worked for that period has been entered.

An e-mail will automatically be sent to your supervisor letting them know you have submitted a timecard.

Your Time Entry Status is now complete.

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.

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 Assistant Director of Student Employment. Supervisors may be asked to provide details and supporting documentation of a termination. The Assistant Director of Student Employment 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.