

Student Employment Handbook

This Student Employee Handbook is provided as a guide for student employees and their supervisors and does not constitute a contract of employment.

Mesa State College recognizes the significant impact employment can have on our students' ability to fund their education and to facilitate entry into careers. As an integral part of the employment opportunities for students, the Financial Aid Office monitors student eligibility for on-campus employment. College departments post student employment openings on the Internet at http://www2.mesastate.edu/studentservices/job_listing_form.htm. The Office of Financial Aid will direct students to the web site for job opportunities. Contact the Office of Financial Aid to remove a job posting from the Internet.

EQUAL OPPORTUNITY EMPLOYER POLICY

Mesa State College does not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, disability, and age, marital or veteran status in its programs or activities. Departments are required to comply with this policy when conducting student employment functions. Persons having equal employment opportunity inquiries may contact the Department of Human Resources at 248-1266.

TYPES OF WORK PROGRAMS AVAILABLE

There are three types of student work programs available at Mesa State College:

- **Federal Work-Study:** A federally funded program where the government subsidizes 75% of the student's wages. A Free Application for Federal Student Aid (FAFSA) must be submitted and a student may be placed in the program as a part of the financial aid package if funds are available. A student must have demonstrated financial need to be eligible, and must accept the work-study award.
- **Colorado Work-Study:** A state-funded program where the state subsidizes the student's wages. A FAFSA must be submitted, and a student may be placed on the program as a part of the financial aid package if funds are available. A student must accept the work-study award.
- **Student Assist:** The student's salary is paid entirely through the department's budget. It is not necessary for the student to complete the FAFSA.

STUDENT WAGE RATES

Each department determines the wage rates for its student employees based on the [Student Job Grading Guide](#).

STUDENT RAISE POLICY

A \$.25 raise will typically be given each semester of employment providing that the student continues in the same department and has worked a minimum of 150 hours the previous semester. However, an employer has the option of keeping a student employee at the current pay rate. If a raise will not be given, the reason must be documented and discussed with the student. The summer wage rate is a continuation of the spring rate unless a supervisor requests in writing that the student's pay rate be increased for that term.

INTERVIEWING AND HIRING SUGGESTIONS

An interview for an on-campus position may be the student's first experience with employment searches. By conducting effective interviews, an employer can not only increase the likelihood of placing the best person in the position, but can also provide an excellent educational opportunity for applicants. An important aspect of the hiring process includes familiarizing the student with the duties and responsibilities of the position. An employer should provide the student with a job description and payroll information, and outline job performance expectations. A supervisor may also use this opportunity to discuss how and when employee evaluations are conducted, and to what extent these appraisals may affect raises and promotions.

The Equal Employment Opportunity Act and the Americans with Disabilities Act prohibit employers from requesting certain information that could be used for discriminatory purposes. [Appendix A](#) provides guidance regarding legal and illegal interview questions.

DEPARTMENTAL PROCEDURES FOR HIRING STUDENTS

Each new student worker in a department must complete a work authorization card. The employing department provides the card. **The student must bring the completed card, a picture ID and Social Security Card to the Payroll Office. A birth certificate is acceptable in place of the Social Security Card. An I-9 form will then be completed for the student's signature.** Once the student has completed all paperwork required by the Payroll Department, the Payroll Department will issue a *Student Release to Work Form*, which the student must return to the employing department. The supervisor may complete a [Returning Student Worksheet](#) for students returning from the previous year. **All employers must have a job description on file for each position in their department.**

EMPLOYMENT DATES FOR STUDENT EMPLOYEES

Fall 2002

8/19/2002 through 12/13/2002

Spring 2003

1/13/2003 through 5/08/2003

Summer 2003

5/12/2003 through 8/08/2003

Student Assist: Enrollment for the previous semester and pre-registration for the upcoming semester are required for any summer student assist worker who is not enrolled during a summer semester.

Work-Study: With the exception of summer, students must be enrolled for a minimum of twelve credits in each semester of employment. For summer employment work-study students must be enrolled in at least 3 credit hours of summer school. With the exception of summer, students must be enrolled for a minimum of twelve credits in each semester of employment. For summer employment work-study students must be enrolled in at least 3 credit hours of summer school.

HOURS WORKED PER WEEK

The scheduling of hours to be worked by a student will be arranged between the supervisor and the student. Students may not work more than eight hours per day and should not work more than 20 hours per week when classes are in session. Students may work up to 40 hours during the summer when classes are not in session. Please refer to the [earning limitation table](#) to determine the hours a work-study student can work per week. This will ensure that a student can work for the entire academic year using work-study funding. Once a student employee earns the full amount of the work-study award, the student's employment will be terminated unless the department chooses to continue the employment under the Student Assist Program. In that event, the department will be responsible for 100% of the student's salary.

PAYROLL DEDUCTIONS:

Mesa State College utilizes a private retirement plan as an alternative to Social Security. A degree-seeking student who is enrolled in at least six credit hours in the academic year and working less than 40 hours per week is classified primarily as a student, and therefore does not have to contribute to retirement. A student who is enrolled in fewer than six hours, is not degree seeking, or is working 40 or more hours per week on campus is classified primarily as an employee, and therefore must contribute to retirement. During the summer, the enrollment requirement drops to three credit hours; all other standards remain the same. The retirement plan provider is TIAA/CREF. Questions about retirement funds should be directed to them at their toll-free number, 1-800-842-2776.

- **FICA TAX AND STUDENT EMPLOYMENT:** Employing departments DO NOT pay benefits, including FICA (Federal Insurance Contribution Act) on students enrolled at least half time during the semester in which he/she is employed and is in a degree seeking program. Departments are reminded to make every effort to limit the number of hours worked by any student to no more than an average of 20 hours per week. An employed student who drops below half-time enrollment or is not enrolled in a degree-seeking program is required to contribute to TIAA/CREF and is subject to FICA tax.
- **FEDERAL AND STATE INCOME TAX:** Wages received by student employees are subject to federal and state income tax deductions.

TIMESHEETS

Timesheets will be delivered to the departments on the 1st and 16th day of the month. Completed timesheets will be collected on the same day. Paychecks may be picked up in the accounting office on the 5th and 20th of each month. See the attached [timesheet and payday schedule](#) for more details.

SUPERVISION OF STUDENT EMPLOYEES

Communication between the supervisor and student employee increases departmental productivity and the educational value of work for the student. Students should be made aware of the general work performance standards of the employing department. This encourages responsible behavior and ensures accountability. Reinforcing good behavior serves to increase student productivity, and contributes to higher levels of morale. Departments are also likely to retain more student employees, and reduce costs associated with training new hires.

GENERAL WORK PERFORMANCE EXPECTATIONS

In accepting a campus position, a student assumes work responsibility for which he/she will be held accountable. The list below describes the general work performance expectations.

Departments may have more specific expectations of their employees. In no event do these expectations create a contract of employment. All student employees are at-will employees and the employer or employee may terminate the employment relationship at any time without cause or prior notice.

1. Students should always report to work on time and let the supervisor know when he or she reports for work. The student employee should always contact his/her supervisor if it is impossible for him/her to show up for work on time.
2. The student employee should immediately bring to the supervisor's attention any problems or concerns he/she may have pertaining to the job.
3. The student employee should request permission in advance to be absent from work if special circumstances arise.
4. A student employee should perform the duties assigned to the best of his/her ability.
5. A student employee should dress appropriately for the job as directed by his/her employer.
6. A student employee should give his/her supervisor a one-week notice if resigning from a job.

GENERAL STUDENT GRIEVANCE PROCEDURE

1. If a student has a grievance, the student employee should meet with the immediate supervisor and an earnest attempt should be made to reach a mutually acceptable resolution. Within two business days of the meeting the immediate supervisor shall provide a verbal response to the student's grievance
2. If the student does not believe that the grievance has been satisfactorily resolved, the student may, within two business days, appeal the grievance to the department head. The department head will provide a verbal response to the student's appeal within two business days. If the student fails to meet the two-day deadline to appeal to the department head, the grievance shall be considered resolved.
3. If the student continues to believe that the grievance has not been satisfactorily resolved, the student may, within five business days after the department head's response, appeal the grievance, in writing, to the Director of Financial Aid. If the student fails to meet the five-day deadline to appeal to the Director of Financial Aid, the grievance shall be considered resolved. If appealed, the Coordinator of Student Employment and the Director of Financial Aid shall review the grievance. A decision shall be made, in writing, within 10 business days of the appeal. This decision shall be final.

EVALUATION OF STUDENT EMPLOYEES

Routine evaluation of employees permits the supervisor to measure performance and also presents a source of feedback for students. Supervisors are encouraged to perform evaluations once per semester and meet with student employees to discuss performance. [An evaluation form is attached.](#)

DISMISSAL OF STUDENT EMPLOYEES

Each employing department has discretion to determine the grounds for dismissal. The Decision to dismiss a student employee may not violate that employee's civil rights. Terminated students may be eligible to seek other campus employment. In order to prevent the generation of additional time sheets the Payroll Office must be notified, by memo, of the dismissal.