



## STUDENT EMPLOYMENT HANDBOOK TABLE OF CONTENTS

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## STUDENT EMPLOYMENT HANDBOOK

The University's student employment program is administered by Student Employment Services, a service area in the Office of Financial Aid.

Please note that student employees are at-will employees. If a department has a student employee sign an employment contract, they may be negating a student's at-will status; employment contracts for students are not advised and exceed departmental authority. If an employer wishes to have student employees sign an employment contract, they must contact the Office of the General Counsel.

### TYPES OF STUDENT EMPLOYMENT

There are three (3) types of student employment at Colorado State University that have different eligibility requirements and various funding sources. Regardless of the type of employment, or working on or off-campus, all student employees are part-time employees; hired and working under applicable federal and state labor laws, as well as CSU policies.

#### **1. Need-Based Work-Study**

Need-based work-study is awarded to degree-seeking students, enrolled at least half-time, based upon documentation of financial need and the availability of funds. Students must first have completed a [Free Application for Federal Student Aid](#) (FAFSA) to determine their eligibility (additional documentation may be requested). If eligible, students may receive need-based work-study as part of their financial aid awards package; if not, students may request consideration for an award by completing the "Request Work-Study" option on their RAMweb early May.

Funding sources include:

- State of Colorado Work-Study Program
  - Colorado work-study is only available to qualifying undergraduate (seeking their first bachelor's) Colorado residents.
  - State work-study recipients are funded seventy percent by the Colorado Commission on Higher Education and thirty percent from the University employer.
  - State work-study students whose match is being paid out of federal funds or projects need to be identified when hired.
- Federal Work-Study Program

Federal work-study is available to qualifying undergraduate and graduate resident and non-resident students.

  - As part of the Federal Work-Study Program, students have the option to participate in Community Service Work-Study, which provides opportunities for students to work in local community service agencies off-campus, or as Literacy/Math Tutors in local elementary schools.
  - Federal work-study recipients are funded seventy percent by the Department of Education and thirty percent by the University employer.



## 2. No-Need Work-Study

The no-need work-study program (formerly referred to as Merit work-study prior to the 2017-2018 academic year) provides degree-seeking students, enrolled at least half-time, without financial need, an opportunity to be employed in work-study jobs. No-need work-study is applied for via the “Request Work-Study” application on a student’s RAMweb, beginning in early May for the following academic year; applications may take up to 2 weeks to be reviewed. The type of work-study a student will receive is determined by fund requirements and availability. Funds are limited, and not all students will be eligible; thus, not all applications will result in an award.

Types include:

- Colorado No-Need Work-Study  
Colorado no-need work-study is available to undergraduate, Colorado residents.
- Institutional No-Need Work-Study  
Institutional no-need work-study is available to undergraduate and graduate, domestic and international, resident and non-resident students.

### “Renewing” Work-Study

Students that complete a Free Application for Federal Student Aid (FAFSA), and had a paid work-study award (of any kind) in the previous year, should be packaged with a work-study award for the next academic year (providing funding is still available at the time of packaging, and they meet eligibility requirements). Students that are FAFSA filers should be checking their CSU email and RAMweb to make sure they do not have any outstanding requirements that could hold the packaging of financial aid. Students that are non-FAFSA filers with a paid work-study award from the previous year should have their work-study “renewed” for the next (based on funding and providing they meet eligibility requirements).

### Additional Work-Study Information

- Work-study is not a grant or guaranteed award; the student must work, with an approved employer, to earn the funds.
- Work-study earnings will be issued on a year-end W2, and for those students filing taxes, these earnings must be reported on federal and state income tax returns.
- Work-study awards typically range from \$1,600 to \$3,000 per academic year.
  - Increases to need-based work-study can be requested to SES if the student has met, or is close to meeting their semester award. The student should contact SES to determine eligibility and fund availability.
- A student can only be employed at one (1) work-study job at a time.
- Hiring departments should confirm that the student has a valid work-study award; the student is able to show proof of the award through their RAMweb.
- Employing departments and the student should monitor work-study earnings to ensure earnings do not exceed the work-study academic year limit. Once a student’s limit is exceeded, the employer will be charged a hundred percent for all earnings. Work-study students are not eligible for overtime.
- Work-study students may not earn more than fifty percent of their academic award before the spring semester starts.



- Work-study students cannot work during their scheduled class time.
- Reinstating a declined work-study award is contingent on availability of funds.

### **Summer Work-Study**

The summer work-study program supports employment opportunities for students with financial need to work in critical-need areas of the University and earn wages to help with educational expenses. The summer work-study program is extremely limited in funding and thus limited to ONLY critical-need areas as defined by an area “facilitating individual student enrollment and retention”; examples include: Admissions, Registrar, Office of Financial Aid, Access Center, Advocacy Offices, Academic Advancement, CASA, Women’s Programs, Resources for Disabled Students and HR/Payroll. Student Employment Services will email departments, who meet the critical-need definition, in mid/late March for their summer work-study position eligibility and with the policy/procedure.

- Summer is considered a trailer to the academic year and eligible students must show financial need (via the FAFSA), be eligible for Federal Student Aid, and plan on being enrolled at least half-time for the next fall semester. Eligibility will be determined by SES, and be part of the summer work-study procedure provided to eligible departments.

### **3. Campus Student Hourly**

Campus student hourly positions are available to Colorado State University students throughout campus. Any qualifying undergraduate or graduate student who is enrolled in at least one (1) credit and admitted to a degree-seeking program is eligible to work in a campus hourly employment position.

**Volunteer vs Employee:** Under the Fair Labor Standards Act (FLSA), when an employer-employee relationship exists, and the employee is engaged in work that is subject to the FLSA, the employee must be paid at least the Federal minimum wage (in Colorado, the state minimum wage rate trumps the Federal minimum wage rate). Additionally, an individual shall not be considered a volunteer if the individual is otherwise employed by the same public agency to perform the same type of services as those for which the individual proposes to volunteer; the phrase “same type of services” means similar or identical services.

### **ELIGIBILITY**

Eligibility to participate in the Colorado State University Student Employment Program is established annually, based on a student meeting the eligibility requirements. If a student no longer meets eligibility requirements, that student must stop working immediately.

Students must be:

- Admitted to a degree-seeking program (cannot be GUEST or INTO) at CSU – Fort Collins.
  - School of Public Health Graduate students are considered degree seeking at CSU and can work on student hourly assignments (not work-study as their financial aid is not awarded directly by CSU).



- Teacher Licensure are also considered degree seeking for student employment purposes, as they can have financial aid/work-study per Title IV regulation (they can be both student hourly and work-study).
- Authorized to work in the United States
  - International Students – On-campus employment
    - **F-1 Student Visa:** May be employed on a limited basis (not to exceed 20 hours per week during the academic year) provided that working does not have a negative effect on their academic work.
    - **J-1 Exchange Student Visa:** May be employed on a limited basis provided they have the approval of their sponsor.
  - International Students – Off-campus Employment
    - International students at CSU with employment eligibility questions, should contact [International Student Services](#), Laurel Hall, Fort Collins, CO 80523, Phone: (970) 491-5917
  - Please note that CSU is not able to employ a non-US citizen working in their home country (please contact HR for additional information).
- Maintaining [Satisfactory Academic Progress](#) if on work-study
- At least half-time for work-study (6 credits undergraduate and 5 credits graduate) and enrolled in at least one credit for student hourly positions
  - Students can be enrolled in Planned Leave and remain a student hourly as long as they plan to attend again the following semester.
- Awarded a work-study award to work in a work-study job

### Remote Hires

Student employees can work remotely. However, the employer must still have a way of monitoring the student's performance during remote work to make sure the student is actually working, and to make sure the student is still doing quality work.

## HIRING PROCESS

### Job Postings

Student Employment Services (SES) is committed to fair, legal and non-discriminatory employment practices. Thus, SES requires that all open student employment positions be posted through the [JobX – Job Posting Service](#); students who are enrolled in a degree-seeking program will be able to access JobX, through their RAMweb, the semester before their first semester of enrollment.

**Work-Study Postings:** Only students with a work-study award will be able to see, and apply for, work-study job postings.

For information on JobX, please visit our [Job Posting Service page](#).



### **Background Checks**

Background checks are required for all new hires, for returning student employees if a break of more than 12 months, or if moving to a new position with a sensitive condition (or DMV requirement). For additional information on background checks, please visit <http://www.hrs.colostate.edu/background-checks/background-checks.html>.

### **Form I-9/SSA 1945 (Equifax)**

Upon a successful background check, the Form I-9 and SSA-1945 will need to be completed through Equifax (as of January 1, 2017). Employees will be given a link to complete their Online New Hire Packet and will then complete Section 2 with their employer and original documentation. For more information on this process, please visit Human Resources at <http://hrs.colostate.edu/hr-liaisons/i9.html>. Please note that Oracle new hire approval requests will be rejected if there is not a completed Form I-9 in Equifax within three business days of the hire (effective) date.

### **Work-Study MOU/CR**

All work-study employers must review and sign the Memo of Understanding (MOU) and Compliance Review (CR) each academic year, if they wish to employ work-study students. For more information, and to complete this requirement, employers may visit <http://www.ses.colostate.edu/employment-guidelines>.

### **Oracle Approval Requests**

New hires and assignments may be submitted in Oracle with any given date. Changes (to existing assignments) in Oracle must occur at the start of a pay period (Saturday after the end of a pay period). If submitting a request for a new work-study hire or new work-study assignment, the student must have a work-study award for that academic year. As mentioned previously, a current MOU & Compliance Review must be on file for that academic year with the employer for a work-study approval to occur. Please also be advised that a change may also need to include going from “suspend” to “active” status. Please also note that all new hire and new assignment requests must have a completed Form I-9 in Equifax to be approved. If any of the above are not met, then the Approval will be rejected or additional information will be asked for at the discretion of SES.

### **PERFORMANCE**

**Performance Evaluations:** After the student is given an initial orientation and training, it is important to assess the student’s understanding and performance of the position. This evaluation will also help determine whether the orientation and training provided were sufficient to clearly communicate and demonstrate the expectations.

Students should at a minimum receive a formal, written evaluation at least once per year; though at the end of each semester would be a best practice. Evaluation forms for this purpose are available on the Student Employment website on the [Employment Guidelines page](#). Departments may choose to use their own evaluation format, as long as it sufficiently addresses the same minimum evaluation components as the Student Employment Service’s evaluation form. Supervisors should complete a written evaluation of the student’s performance at the following time intervals:

- Within 30 days of hire (informal with documentation or formal evaluation form)
- At the time of any pay increases and/or promotions (written)



- After one year of employment (formal, written)
- At the time the position is terminated (written)

All written evaluations (formal or informal) should be sent to Student Employment Services to become part of the student's employment file, which is covered under the Federal Rights and Privacy Act (FERPA). Records should be kept for 7 years.

The supervisor should meet and discuss the evaluation with the student employee. Both the supervisor and student employee should sign and receive a copy of the completed evaluation. Ongoing, informal evaluations should be done occasionally to ensure that students are being appropriately mentored in their position and are abiding by the expectations of the position and department.

### 1. Issues and Concerns

Upon completion of an evaluation, whether formal or informal, a supervisor may identify issues or areas of concern. These may be addressed by taking these steps:

- a. Identify the concern or problem
- b. Ask for and listen to the student employee's perspective of the situation
- c. Ask how you can help the student employee successfully correct the issue
- d. Ask about any roadblocks preventing the student from achieving the expectation
- e. Establish a time frame for review of the expected performance
- f. Document in writing the conversation and plan

### 2. Poor Performance

When job performance does not meet job expectations, using the CEDAR method<sup>1</sup> can help the student get back on track with job performance and the supervisor back on track in with departmental needs.

- a. **C**: clarify the performance the supervisor expects to see
- b. **E**: explain to the student employee how they are actually performing
- c. **D**: the difference between C and E
- d. **A**: agree on steps to fix the problem
- e. **R**: review the outcomes

Poor or unsatisfactory work performance may be grounds for discharging a student employee. Poor or unsatisfactory work performance may include, but not be limited to:

- a. Failure to report to work without notifying supervisor
- b. Continual absences from work
- c. Tardiness without notifying supervisor
- d. Failure to perform job duties or to follow reasonable request by supervisor

The supervisor should systematically address the poor performance or unsatisfactory work with the student employee in an effort to improve job performance in a supportive and educative manner. When the CEDAR method (previously stated above) has been unsuccessful, the supervisor should conduct and document a thorough investigation before implementing any disciplinary action or terminating a student's employment. The below are suggested progressive disciplinary steps to address and correct poor performance. Additionally, [Conflict Resolution and Student Conduct Services](#) may be contacted to assist with mediation, or the Office of the General Counsel may be contacted for advice.





- a. **Verbal warning.** The supervisor will provide the student employee a verbal warning of what expectation of the position are not being met, what the expected job performance behavior is, and a minimum of a one week of scheduled shifts to correct the behavior. Verbal warnings should be written and documented, and preferably signed by the supervisor and employee.
- b. **Written warning.** If the performance issue persists, the supervisor will provide the student employee a written warning of the job expectations that are not being met, the expected job performance behavior, and a minimum of one week of scheduled shifts to correct the behavior. A written performance plan should be developed and signed by both the student employee and the supervisor. The student employee's refusal or failure to sign the written warning after at least two attempts are made and documented by the supervisor, may still result in termination of the student employee from the department.
- c. **Termination.** If the verbal warning, performance plan, and written warning(s) are unsuccessful and fail to produce an improved performance, the supervisor may choose to terminate the student employee. The supervisor is encouraged to notify and consult [Student Employment Services](#) if there are student job performance issues that might lead to termination. The supervisor should document the results of this consultation on the student's evaluation.
  - a. Termination may also be used for willful misconduct in the workplace; willful misconduct is an act that is intentional and that is not merely a mistake or an act of negligence. Serious cases of willful misconduct may be a violation of the Student Code of Conduct (see that section) and may include, but not be limited to:
    - i. Wanton, malicious, or excessive disregard for the safety of others.
    - ii. Attempts to financially defraud, including falsifying timesheets for hours not actually worked, altering a timesheet already signed by a supervisor, or forgery of a supervisor's signature.
    - iii. Unauthorized release of confidential information/breach of confidentiality, including tests, grades, social security information, etc.
    - iv. Unauthorized access to data or university systems.
    - v. Falsification of documents or other forms of misrepresentation.
    - vi. Theft.
    - vii. Vandalism of University property.
    - viii. Significant levels of insubordination or continued insubordination after the supervisor has addressed it to the student employee.
    - ix. Verbal abuse or intimidation/threatening behavior or harassment.
    - x. Harassment or violence against others in the workplace.

### Students of Concern

If you have a student employee who is displaying concerning behavior, please contact Student Employment Services with a written description of the situation; including any supporting documentation (copies of text messages, emails, statements from other staff, etc.) to [studentemployment@colostate.edu](mailto:studentemployment@colostate.edu). From there, Student Employment Services will contact necessary parties, which could include Support & Safety Assessment, HR Solutions Partners, HR, Student



Resolution Center, CSU Police Department, or any other department deemed appropriate given the situation. If you are concerned about someone's mental health and safety, then please [Tell Someone](#) by calling them at 970-491-1350 or using the link for the [online referral form](#). Please be advised that if you feel the student to be an imminent danger to themselves or others, then immediately contact CSU police by calling 911 or their non-emergency number 970-491-6425.

## **STUDENT EMPLOYEE RESPONSIBILITIES**

### **Student Conduct Code and Alcohol and Drug Policy**

All students must abide by the [Colorado State University Student Conduct Code](#), which includes [Prohibited Conduct](#) by individuals. Violations of this code may impact a student's employment with on or off-campus employers. In addition to the Student Conduct Code, student employees must also abide by the [CSU Policy: Alcohol and Drugs](#), specifically relating to Section 7 – Employment Conditions Relating to Drugs and Alcohol (on-campus employees), and Section 8- Drug and Alcohol Impairment under the Student Conduct Code (on and off-campus employees). Forms and tools are available in this policy to assist with such situations. Off-campus employers should contact Student Employment Services if they have a student that is visually impaired at work (SES Student Employee Drugs/Alcohol at Work Procedures).

### **Sexual Harassment Policy**

Colorado State University does not tolerate sexual harassment among students, employees, or other members of its community. Sexual harassment is prohibited in the employment context by Title VII of the 1964 Civil Rights Act and in the education context by Title IX of the Educational Amendments of 1972. For further information, visit the [Office of Equal Opportunity](#).

**Code of Conduct and Professionalism:** Professionalism, confidentiality, positivity, respect, and integrity are all highly valued with the University and Fort Collins community. Thus, student employees are expected to exhibit these values as representatives of the University in the department or partnering community agency/school in which they are working.

## **WAGE RATES & JOB CATEGORIES**

### **Wage Rates**

The minimum rate of pay for on-campus positions is the same as the current Colorado minimum wage rate. Each job category will have a minimum and maximum rate of pay; these will increase based on Colorado Amendment 70, and any potential amendments passed related to minimum wage. Current minimums and maximums are found the SES website.

### **Job Categories**

Effective December 2017, Student Employment Services switched from student assignment job titles, to student assignment job categories. Types of jobs listed in each of the categories are a guideline to assist in choosing the correct category based on the type of work; they are not the only jobs allowed in each category, just examples.



CATEGORY	ORACLE		
	CLASS	JOB CATEGORY	GRADE
STUDENT ACADEMIC SUPPORT	999165	STU ACADEMIC SUPPORT	S.100. STU
STUDENT ADMINISTRATIVE & CLERICAL	999175	STU ADMIN & CLERICAL	S.110. STU
STUDENT AGRICULTURE & ANIMAL CARE	999185	STU AG & ANIMAL CARE	S.120. STU
STUDENT FACILITIES/MAINTENANCE	999195	STU FAC/MAINTENANCE	S.130. STU
STUDENT FOOD & RETAIL SERVICE	999205	STU FOOD & RETAIL SERVICE	S.140. STU
STUDENT IT/MEDIA/MARKETING	999215	STU IT/MEDIA/MARKETING	S.150. STU
STUDENT OUTREACH/MENTOR	999225	STU OUTREACH/MENTOR	S.160. STU
STUDENT PROFESSIONAL & VETERINARY SERVICES	999235	STU PROF & VET SERVICES	S.170. STU
STUDENT RESEARCHER	999245	STU RESEARCHER	S.180. STU
STUDENT RECREATION & CAMPS	999255	STU RECREATION & CAMPS	S.190. STU
STUDENT SAFETY	999265	STU SAFETY	S.200. STU
STUDENT THEATRE & ARTS	999275	STU THEATRE & ARTS	S.210. STU

**Student Academic Support:** Classroom Assistants, Graders, Instructors, Literacy/Math Tutors, Tutors

**Student Administrative & Clerical:** Accounting Interns & Assistants, Admin Assistants, Clerks, Desk Clerks, Conference Assistants Interns, Data Analysts & Specialists, Data Entry, Information Desk Managers, Library Technicians, Paraprofessionals, Residence Hall Staff, Staff Assistants, Telemarketers

**Student Agriculture & Animal Care:** Agronomy, Animal Care, Horticulture or Livestock Management Interns, Lab Animal Support

**Student Facilities/Maintenance:** Custodians, Building Managers, Equipment Operators, General Labor, LTC Trainees, Structural Trades

**Student Food & Retail Service:** Dining Services, Food Servers/Preparers, Sales Assistants, Wait Personnel

**Student IT/Media/Marketing:** Computer Lab Assistants, IT Professionals, IT Techs, Media Specialists, Program Interns, Writers/Broadcasters, Communications Positions, Marketing Positions

**Student Outreach/Mentor:** Ambassadors, Orientation, Peer Mentors, Ram Welcome Leaders, Tour Guides

**Student Professional & Veterinary Services:** CCU/Urgent care positions, HCS Trainees, Nuclear Medicine Techs, OT Interns, Paralegals, Radiology On-Call, Radiation Therapy or Radiology Techs, Therapists, Vet ER Techs

**Student Researcher:** Field Technicians, Lab Assistants, Laboratory Support, Scientists

**Student Recreation & Camps:** Camp Counselors, Fitness Class Instructors, Recreation Workers, Swimming Instructors, Lifeguards, Certified Massage Therapists, Certified Yoga Instructors

**Student Safety:** Night Duty Technicians, Police Officers, Safety Officers, Security, Parking Monitor/Clerks



**Student Theatre & Arts:** Art Model, Performer, Theatre Apprentices, Theatre Concessionaires, Theatre Techs

## **PAYROLL**

Student employees are paid bi-weekly; pay period schedules can be viewed at the [HR Payroll Processing Scheduling](#) page. Direct deposit to the students' checking or savings account is required for all new employees. Pay advices are available online, for all university employees, through the university's [Administrative Applications and Resources](#) (AAR) page; employees should select the Employee Self-Service option. Additional information regarding payroll can be found on the [Human Resource Services Payroll](#) website.

### **Documenting Hours**

A time sheet or time clock hours must be submitted when due, in order for the student to be paid. An accurate daily record of actual time worked must be maintained. At the end of the pay period, the employee and the supervisor must certify total hours worked by signing the time sheet or approving time clock hours. It is the student's responsibility to ensure the time sheet is completed accurately and in a timely manner. If the time sheet or time clock hours are not submitted correctly and approved, the student will not be paid on time; late time sheets result in late pay.

**TimeClock Plus:** Colorado State University utilizes [TimeClock Plus](#) for timesheets for both non-student and student hourly employees.

**Timesheets:** Employers need to keep student timesheets for 7 years, unless the time was paid on a grant fund, then it is 10 years.

**Breaks/Meals:** Break or meal periods for students employed at Colorado State University are not mandatory. It is recommended that employers implement a policy for best practice, allowing breaks and/or meals as necessary. The length and frequency of such periods are up to employer's discretion. Generally, a break period (10-20 minutes) is paid and taken on the premises; a meal period (30 minutes or more) is unpaid, if uninterrupted and duty free.

**Training/Meetings:** Student employees must be paid for any time required of them to work by their employer. Required attendance at trainings, meetings, seminars, lectures and educational programs are all treated as compensable unless **ALL** of the following **four** conditions are met:

- Attendance is outside of the employee's regular working hours.
- Attendance is completely voluntary.
- The course, lecture, meeting, or activity is not directly related to the employee's job.
- The employee does not perform any productive work during such attendance.

**Exceptions:** Student government officers (ASCSU) are not subject to the State's employment rate and hours rules, but must maintain authorizations for payment and back up for payment including applicable time sheets, sales records, etc.



**Overtime/Comp, Differential and Call Back Time:** Students will generally be compensated at the rate of time-and-a-half for any overtime (more than 40 hours/week). **Work-study students are not eligible for overtime.** Student employees are not eligible for compensatory time and not eligible for shift differential or call back pay.

### **SERP/Medicare**

The Student Employment Retirement Plan is a state-mandated plan in lieu of Social Security for all higher education students. A 403(b) retirement savings account will be established in the student's name at [TIAA/CREF](#) for contributions made to the SERP. The contribution amounts assessed against wages are 7.5% for the SERP and 1.45% for Medicare.

Participation in the SERP/Medicare is mandatory if students **do not meet** one of the following conditions for exemption:

During summer semesters:

- **Undergraduate and graduate students** must be officially admitted as degree-seeking students and enrolled at least half-time (3 credits for summer) for a summer term running concurrently with a student's work schedule.

During fall and spring semesters:

- **Undergraduate students** must be officially admitted as a degree-seeking student and enrolled at least half-time (6 credits).
- **Graduate students** must be officially admitted as a degree-seeking student and enrolled at least half-time (5 credits).

**Evaluation Process:** The evaluation process to determine which students are subject to SERP/Medicare contributions has been modified to more closely track with IRS guidelines. During periods of enrollment, the evaluation process will use enrollment checks at the end of each bi-weekly pay period for hourly student employees and on the 15<sup>th</sup> of each month for monthly employees (Graduate Assistants). When the 15<sup>th</sup> of each month falls on a Sunday, the monthly evaluation process will run on the Friday preceding the 15<sup>th</sup>.

- **Monthly Salaried Employees (Graduate Assistants):** A majority of Graduate Assistants are appointed in August and some in January, so these students must be registered AND their appointments must be setup in the HR/Payroll system by the August & January evaluation dates to be part of the SERP evaluation process for that month.

Students not enrolled at least half-time for a term on any of the designated dates will have SERP/Medicare assessed against any wages or salary earned during that pay period. However, students who enroll at least half-time for a term during a subsequent pay period will have Medicare/SERP deductions discontinued for work performed during the subsequent term.

Students with F1 or J1 visas AND with a tax status of non-resident alien are exempt from SERP/Medicare.



Students who have “career” employee status (any appointment such as State Classified, Faculty, Administrative Professional, Post-Doctoral Fellow or Veterinary or Clinical Sciences Intern) are not exempt from SERP/Medicare withholdings being deducted from any “student” wages or salaries.

### **Taxes**

All wages paid to student employees by Colorado State University, including those that are earned through the work-study program, are subject to federal and state income taxes and must be reported. Colorado State University Student Employment Services (and the Office of Financial Aid) cannot provide tax advice; thus, it is recommended that current and former employees seek advice through their tax advisor, or the [Colorado Department of Revenue](#), to determine if filing a tax return is required for any wages earned in the State of Colorado.

### **BENEFITS**

Work-study employees are not eligible for benefits, nor for time off (paid or unpaid) such as vacation, sick leave or paid holidays. Per the Affordable Care Act (ACA), student hourly employees may be eligible for Health Benefits (see below). Possible exceptions may also apply for jury duty and medical leave. Student employees are not entitled to State Unemployment Insurance through Colorado State University, but are covered under Workers’ Compensation.

### **Affordable Care Act (ACA)**

In compliance with health care reform regulations, beginning January 1, 2015, Human Resources performs a variable-hour employee calculation to determine whether an employee (student, non-student hourly, graduate student) has met the 30-hour weekly average, over the course of a 12-month measurement period. If the employee has met the criteria to gain eligibility for the University’s self-funded employee medical plans, the student employee will be notified of eligibility by email. The information in the email requires the student to take action, whether electing medical coverage or declining coverage, by a specific deadline.

Employees (variable hour students, non-student hourly and graduate students) at CSU have the ability to obtain medical coverage through different sources. These sources can include: maintaining coverage up to age 26 on a parent’s employer sponsored plan, purchasing individual coverage, maintaining enrollment in the Student Health Plan administered by CSU Health Network (premiums are not refundable and cannot be prorated and the graduate student health contribution cannot be applied towards the University’s employee medical plan), or by purchasing a policy through the ACA Marketplace Exchange (eligibility criteria is specific to each referenced plan).

For more information on the ACA, please visit [HR’s Affordable Care Act page](#).

### **Jury Duty**

Compensation of employed jurors during the first three days of service per 13-71-126, C.R.S:

- All regularly employed trial or grand jurors shall be paid regular wages, but not to exceed \$50 per day unless by mutual agreement between the employee and employer, by their employers for the first three days of juror service or any part thereof. Regular



- employment shall include part-time, temporary, and casual employment if the employment hours may be determined by a schedule, custom, or practice established during the three-month period preceding the juror's term of service.
- Student employees are granted paid leave up to \$50 per day the first three (3) days of jury duty, if they are regularly employed.
    - Regularly Employed – includes part-time, temporary, and casual employment if the employment hours may be determined by a schedule, custom, or practice established during the three (3) month period preceding the juror's term of service. Time exceeding there (3) days is not compensable by the employer.
  - Student employees summoned as a juror must be paid for normally scheduled work hours while serving, but hours served on a jury which are outside of their normal work schedule are not compensable by the employer.
    - Example: an employee normally scheduled to work for two (2) hours on the day they are summoned for six (6) hours of jury duty will only be paid for two (2) hours.
  - Before jury duty leave can be approved, the student employee must provide a copy of the Juror Service Certificate to the employer to get paid for hours spent on jury duty.
  - If an employee is summoned to jury duty while being paid with work-study funds, please contact Student Employment Services.
    - Students on Federal Work-Study cannot be paid from those work-study funds; these students would have to be paid via Time Entry Wages (TEW). Student Employment Services can determine the type of work-study a student is on, and how they should be paid.
  - The employee is expected to report to work, if excused from jury duty during normal work hours.
  - The department should maintain a record of all documents related to the jury leave usage.