



2024/2025



**UNIVERSITY OF
NORTHERN
COLORADO**

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- o Need-based funding awarded to Colorado residents as determined by the FAFSA/CASFA.
- o Award pays 100% of student employee

offer work-study for summer semesters. Students wishing to continue in their employment position

Students with a J-1 visa status must have written permission from the Office of Global Engagement (or the organization that issued their immigration support document) for all campus employment, regardless of hours or vacation period. Please note that a student's permission to work ends if the student violates their visa status.

Students with a J-2 visa status must have an I-766 Employment Authorization Document from U.S. Citizenship and Immigration Services for ANY employment (on- or off-campus) and must follow the hour restrictions on the I-766 form.

Students are encouraged not to visit the Social Security Administration Office until about 10 days after they've entered the U.S. and the Office of Global Engagement has entered the student into the SEVIS system.

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students looking for part-time employment. Employers utilize the opportunity to take applications, conduct interviews, and may even extend job offers to students at the fair. Some jobs may only be available to students who qualify for work-study funding; students can access their financial aid award letter on URSA to check their eligibility.

Community Involvement

Students awarded work-study funds have the unique opportunity to find work in positions serving the local or surrounding communities while remaining on the UNC payroll. Students are encouraged to apply for

community service

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community service positions

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Employment Policies

An informal orientation is highly recommended to help students adjust to the department and the job. Supervisors should set aside time to orient students to the department on his/her first day of work. When discussing the job and the responsibilities it entails, it is important to address the following questions:

- ; Who is the direct supervisor and what does he/she do?
- ; Who is the "alternate" supervisor and what does he/she do?
- ; Who should the student direct problems or concerns to?
- ; Who should be contacted in case of absence or change in work schedule?
- ; How should absences or changes in the work schedule be communicated?
- ; What is the best way for the student to communicate with their supervisor and other employees?
- ; When/how will the supervisor check in with the student?
- ; What is the procedure for supervisor/student check in (e.g., daily, weekly)?

Student Employment Policies

The following policies apply to all UNC Student Employees as previously defined. UNC encourages both students and employers to carefully read and familiarize themselves with policies. Each hiring department or organization may establish additional policies concerning student employment provided they remain consistent with the policies stated here.

Employment Policies

Employers should strive to provide meaningful work that complements their academic program. Each department must designate a student employment supervisor who is responsible for overseeing the work assigned to and performed by each student employee.

Student employee supervisors are also responsible for the following:

1. Verify that they are registered as a student at UNC.

2. Verify work-study status when hired or rehired, and wait for its approval before they begin working. The Student Employment and EF Entry Form is located at [forms.aspx](#)

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Work-Study Eligibility

All supervisors must ensure work-study student employee(s) have been offered work-study funds before the student begins working. If a student employee begins working and the supervisor later determines the student does not have a work-study award, it is the department or organization's responsibility to cover the costs of the student's earnings for all hours worked. Verification options include:

1. **Handshake**- Post job openings on Handshake and select the "Work-Study" option to limit job applicants to students awarded work-study funds. Note that all student users are able to view both Work-Study and non-Work-Study job postings on Handshake.
2. **UNC ELP** Supervisors can also request access to campus Insight report AID097 – Work-Study Award Information. The report provides work-study award options.

employ students awarded state no-need funding will be charged 20%. On-Campus employers will be invoiced monthly for their share paid to the students. Off-campus employers are required to send payment to the specified address on the bill.

As noted throughout this manual, employers are responsible for 100% of a student's earnings for any hours worked in violation of the following federally mandated restrictions on the use of Work-Study funds:

- Employment must not displace employees or students.
- Work-study funds cannot be used for religious workshops or sectarian activities.

- The Fair Labor Standards Act of 1938, as amended, prohibits employers (including schools) from paying less than the minimum wage.

• **Overages**

Students may not earn in excess of their work-study allocation. In the instance a student employee earns more than their allocation, the hiring department is responsible for paying the excess amount from their department account. Supervisors are sent payroll period reports after each pay period to assist departments with monitoring remaining student employee allocations. It is the responsibility of the student employee and their supervisor to monitor and understand the student employee's work-study allocation (see **Monitoring Work-Study Hours/Earnings** for more information). Once a student earns their work-study allocation, OFA terminates the work-study position(s) by the end of the current pay period. Supervisors wanting a student employee to continue working may rehire them as a non-work-study employee.

FERPA (1974)

FERPA is a Federal law designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the protection of inaccurate and misleading data through informal and formal hearings.

Student employment positions may allow access to student records or other forms of student personally identifiable information (PII). This information includes, but is not limited to, transcripts, grades, class schedules, applications, and personal information and can exist in multiple formats, including written and electronic materials, and/or personal conversations. Student employees are protected under FERPA and must maintain confidentiality regarding any forms of PII.

The University requires all student employees to sign a [Statement of FERPA Understanding](#) upon securing university employment.

Health Insurance Portability and Accountability Act (HIPAA)

Similar to FERPA, HIPAA provides confidentiality and safeguarding of medical information, and governs the release of information for university offices such as the Student Health Center and University Counseling Services. Student employees are protected under HIPAA, and must maintain the confidentiality of all medical records.

Absences

A student employee should notify their supervisor in advance if they are unable to work their regularly scheduled work hours. Absence policies may vary depending on the department. The supervisor will define their preferred notification and provide this information to the student employees in their department. Student employees should communicate any concerns about absences with their supervisor.

Excessive absences, tardiness, leaving work early, long breaks, or absences without duly notifying the appropriate supervisor is just cause for disciplinary action and/or termination.

Work/services that are for the betterment of the university or for a grant or for something that the University does, as a business, should be paid through Payroll.

Æ % ÿ, the student were doing something as a side business that the University could hire them for, then the student would be an independent contractor and a 1099 would be more appropriate. This results in the student being liable for the reporting of the taxaton for this type of pay.

Pay Rate

Although there is no standard rate of pay, the pay scale established by the University is between minimum wage and \$20.00 per hour. Effective 1/1/2024, the minimum rate of pay for UNC student

Semester Breaks

Student employees may continue working in their work-study position during both winter and spring breaks. However, students employed through the work-study program may work through winter break only if they are returning for the spring semester. Students may only be employed as non-work-study student employees during summer break. Students enrolled in the spring semester can be hired during the

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FAMLI Leave

Effective 1/1/2024, eligible Colorado employees may utilize FAMLI leave which provides paid family medical leave for qualifying reasons. Hourly employees, including student employees, can also utilize FAMLI leave if eligible. Please contact the [Human Resources Office](#) for more information on FAMLI Leave for student employees.

Work Overtime

University policy states student employees are not authorized to work overtime unless extenuating employment circumstances require it. Overtime includes anything over 12 hours in one workday, and/or 40 hours in any given work week. It is the responsibility of the supervisor to monitor a student employee's hours to ensure they do not work overtime. In the event a student employee accumulates overtime hours, the employee will be required to work overtime hours to make up the overtime hours. Overtime hours are not compensated.

Student Payroll

Students who need to utilize work-study earnings to help satisfy their student bill

their discretion. However, please take into account the reason for the termination cannot be discriminatory in nature. Please refer to the Colorado Department of