

Student Employment Handbook

2021-2022

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 Work-study 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.

WORKING AT REGIS UNIVERSITY

All student employees are expected to both contribute to and strengthen the University's culture of respect, inclusion and equity for all members of the community. As Regis employees, we each have a responsibility to perform our work in alignment with the mission of the University, especially with its Catholic and Jesuit values.

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 student positions which are funded by one of the two work-study programs (federal and state) as well as student positions that are funded by 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 periods 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 ended 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 per semester. During the hiring process the supervisor and the student need to plan for two semesters of work and budget the available funds accordingly.

WORK-STUDY AWARDS & ELIGIBILITY

Traditional undergraduate students may be considered for a minimum of \$2,000 and a maximum of \$3,600 work-study award should they submit a FAFSA (Free Application for Federal Student Aid) by March 1 and required financial aid documents by May 1. Work-study awards are subject to financial need and amounts awarded may be reduced or cancelled based upon the other aid that a student received. The work-study award is the maximum amount that a student may earn, unless they are converted to be paid from department funds. Students who submit a FAFSA and their required documents after the aforementioned deadlines and who document financial need will be placed on a waitlist, bearing in mind that funding may not be available to award from the waitlist.

Students in adult or online undergraduate or graduate programs, and students in post-traditional Rueckert-Hartman programs are not offered work-study awards but can apply for available department funded positions.

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 credit hours per semester) in an eligible degree or certificate program. 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 registered for full-time enrollment for 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 (SAP) 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 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. Once a work-study award is cancelled, there is no guarantee that it can be reinstated. Students may request to be placed on the waitlist after their award has been cancelled.

INTERNATIONAL STUDENTS

International Students can work on campus through department-funded positions. 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 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 student positions are posted on Workday at ruworks.regis.edu or through the Regis.edu website: [Career Opportunities](#). Students logging into Workday must log in with their Microsoft credentials and download the DUO app on their mobile phone. First time users will need to follow the [Duo setup instructions](#). 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 Student Employment positions for the next academic year (Fall /Spring) beginning July 1. Summer positions will generally be posted by April 1. Jobs are limited and are in high demand and it is recommended that interested students begin their job search early.

Interested applicants for either work-study or department-funded positions will need to apply directly through the post in Workday and include their most current resume (required). The hiring supervisor will contact you via your Regis email if they wish to consider you for the position. 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 (Withholding Elections)
- Direct Deposit (Payment Elections)
- 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 Human Resources, located in West Hall. Due to this requirement, electronic copies of the new hire paperwork will not be accepted.

Form – 1 9 List of Acceptable Documents

LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport, and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
	For persons under age 18 who are unable to present a document listed above:			
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		

In addition to the new hire paperwork, any student who has been awarded work-study funding through the state of Colorado must complete [Colorado Residency Form](#) 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 may be terminated.**

COMMUNITY -BASED EMPLOYMENT

Students who have need-based employment awarded (federal work-study or state need-based work study) have the opportunity to work in the community through the Center for Service Learning or St. John Francis University Regis Service Society (RUSS) program. For more information please contact the Center for Service Learning in Loyola Hall, Room 30 or email at rcservicelearning@regis.edu or (RUSS) 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 current pay rates.

Job Level	Wage
I	\$14.77
II	\$14.87
III	\$14.97

TIME SHEETS

Timesheets are electronic for all student employees in Workday. Timesheets must be submitted by students before midnight every other Friday ([payroll schedule](#)). Timesheets must be submitted 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 in Workday. **Students who do not have an online timesheet should contact Human Resources at studentemployment@regis.edu or call 303-458-4161 and 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.

SEPARATION

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 separated 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 corrective action notices. 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 PROCEDURE

Students who wish to appeal a supervisor's decision to end their employment should schedule an appointment with the Director of Human Resources.

WORKERS' 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. You can find more information by visiting the HR SharePoint page for [Worker's Compensation forms and Guide](#)

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 SharePoint page) 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 the Nursing Department
 - Health Services Adm. & Mgt. – designated individual in Health Services Adm. & Mgt.

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. Please contact Human Resources at studentemployment@regis.edu for a list of approved designated providers.

QUESTIONS?

For any questions or concerns regarding student employment contact Human Resources, studentemployment@regis.edu or call 303-458-4161; you can also visit Human Resources located in West Hall.