



University of Colorado
Denver | Anschutz

Student Employment Handbook

Updated July 2026

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Student Employment Mission Statement

The University of Colorado Denver Student Employment Office fosters meaningful work experiences that contribute to student learning, skill development, and overall well-being. Grounded in the university's strategic commitment to access, innovation, and workforce readiness, we create inclusive and accessible employment opportunities that support student persistence, academic success, and preparation for life after graduation.

We define student employment as a high-impact, experiential learning practice where students apply knowledge, build transferable skills, and gain practical insight through their roles. By embedding the competencies outlined by the [National Association of Colleges and Employers](#)—including career & self-development, communication, critical thinking, teamwork, leadership, technology, professionalism, and equity & inclusion—we ensure student employment contributes to both personal and professional growth.

Through partnerships across campus and within the broader community, we expand access to opportunities and intentionally support students in early and ongoing career engagement. Student employees are encouraged to connect their work to their academic pathways, explore their strengths, and develop the confidence and experience needed to navigate a dynamic workforce.

Purpose and Campus Support for Student Employment

The Student Employment Handbook is designed to serve as a comprehensive resource for both supervisors, HR Business Partners, and prospective/current student employees, providing clear guidance on policies, procedures, and best practices that support a successful and meaningful employment experience. It outlines expectations, promotes consistency across Schools/Colleges/Units, and helps ensure compliance while fostering student development through on-campus work. Student employment at the University of Colorado Denver is supported through a collaborative network that includes the Student Employment Office, Career Center and Experiential Learning Center within Lynx Connect, Financial Aid and Scholarships, Central Human Resources, and Ombuds Office all working together to enhance access, streamline processes, and support student success.

This resource may also be used by the University of Colorado Anschutz Medical Campus, as CU Anschutz follows the same federal work-study regulations. While most of the information in this handbook applies to both campuses, CU Anschutz student employees, faculty/staff supervisors, and departmental HR Business Partners should consult their Central HR team at human.resources@cuanschutz.edu for the most current campus-specific policies, procedures, and guidance.

This handbook is a living resource that is regularly reviewed and updated to support the best possible experience for student employees, supervisors, HR professionals, and other stakeholders. As university and system policies evolve, and as best practices and industry standards continue to develop, we reserve the right to modify, add, or remove content as needed to ensure the information remains accurate, relevant, and compliant. While not all updates may be communicated broadly, we will make every effort to notify stakeholders of significant changes that may impact processes, expectations, or responsibilities.

For the most current information, guidance, and interpretation of policies and procedures, please contact the Student Employment Office. As the official steward of this resource, the Student Employment Office serves as the primary source for the latest updates and recommendations.

Student Employment Office | 303-315-0212 | StudentEmployment@ucdenver.edu

Lynx Connect: Tivoli Student Union Annex, 900 Auraria Pkwy. #439 Denver, CO 80204

Financial Aid & Scholarships | 303-315-5969 | StudentEmployment@ucdenver.edu

Lynx Central: Student Commons Building, 1201 Larimer Street #1107 Denver, CO 80204

Career Center | 303-315-4000 | CareerCenter@ucdenver.edu

Lynx Connect: Tivoli Student Union Annex, 900 Auraria Pkwy. #439 Denver, CO 80204

Experiential Learning Center | 303-315-4000 | Experiential.Learning@ucdenver.edu

Lynx Connect: Tivoli Student Union Annex, 900 Auraria Pkwy. #439 Denver, CO 80204

CU Denver Human Resources | human.resources@ucdenver.edu

Lawrence Street Center, 1380 Lawrence Street, Denver, CO 80204

CU Denver Ombuds Office | 303-315-0046 | lisa.g.nelson@ucdenver.edu

Lawrence Street Center, 1380 Lawrence Street, Suite 1400 Denver, CO 80204

At-Will Employment Statement(s)

State law requires that your position be designated as at-will employment. Accordingly, this status is included in all student employment offer letters and reiterated here in its entirety for clarity.

Your employment contract is subject to termination by either party to such contract at any time during its term, and you shall be deemed to be an employee-at-will. No compensation, whether as a buy-out of the remaining term of contract, as liquidated damages, or as any other form of remuneration, shall be owed or may be paid to you upon or after termination of such contract except for compensation that was earned prior to the date of termination. The provisions of this paragraph shall supersede and control any conflicting provisions of any University policy or employee handbook.

Nothing in this employee handbook creates or is intended to create an employment agreement, express or implied. Nothing contained in this, or any other document provided to the employee, is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period. In addition, no company representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, that changes the at-will relationship.

You agree to uphold ethical standards appropriate to your position, including, but not limited to, complying with all applicable laws, rules, regulations, conflict of interest policies and all other policies. You also agree to report suspected or known noncompliance as required by Regent and University policies. You further agree to meet obligations imposed by federal and State law and University policies, including the obligation to report.

All new employees are required to review the [Code of Conduct](#), found on the University of Colorado Office of Policy and Efficiency [OPE website](#).

As a condition of employment, the University must verify your employment eligibility immediately upon your employment. This follows the federal law, which requires every employee to complete an I-9 Form and to provide certain documents for examination. Please read and comply with the posted campus I-9 policy and submit your documentation to your direct supervisor or your department's HR contact within three (3) business days of your date of employment.

Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act (NLRA). Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. University of Colorado Denver employees have the right to engage in or refrain from such activities.

The terms of this appointment shall be construed and interpreted according to the laws of the State of Colorado. This appointment is subject to the laws and policies of the University of Colorado, as they may be amended from time to time. To the extent that the laws and policies of the University conflict with state or federal laws, state or federal laws shall prevail.

Background Check Policy

The University of Colorado Denver strives to maintain a safe and productive educational, clinical, research, and employment environment. All prospective employees and current employees must, therefore, consent to and pass background checks prior to any final appointment/employment. This may take up to two weeks to process prior to starting your position. University policy on Background Checks can be found [here](#).

Conflicts of Interest and Nepotism

The University of Colorado Denver expects all employees to conduct themselves and university business in a manner that reflects the highest standards of ethical conduct and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interest.

Exactly what constitutes a conflict of interest, or an unethical business practice is both a moral and a legal question. The University of Colorado Denver recognizes and respects the individual employee's right to engage in activities outside of employment that are private in nature and do not in any way conflict with or reflect poorly on the employer.

It is not possible to define all the circumstances and relationships that might create a conflict of interest. If a situation arises in which there is a potential conflict of interest, the employee should discuss this with a supervisor for advice and guidance on how to proceed. The list below suggests some of the types of activities that indicate improper behavior, unacceptable personal integrity, or unacceptable ethics:

1. Simultaneous employment by another firm that is a competitor of our supplier to The University of Colorado Denver.
2. Carrying on employer business with a firm in which the employee, or a close relative of the employee, has substantial ownership or interest.
3. Holding a substantial interest in, or participating in the management of, a firm to which the employer makes sales or from which it makes purchases.
4. Borrowing money from customers or firms, other than recognized loan

institutions, from which the employer buys services, materials, equipment, or supplies.

5. Accepting gifts or entertainment from an outside organization or agency. UC Employees must also adhere to the stipulations mandated by the Colorado State Constitution, Article XXIX “Ethics in Government” [Amendment 41](#).
6. Speculating or dealing in materials, equipment, supplies, services, or property purchased by the employer.
7. Participating in civic or professional organization activities in a manner that divulges confidential employer information.
8. Misusing privileged information or revealing confidential data to outsiders.
9. Using one’s position in the employer or knowledge of its affairs for personal gains.
10. Engaging in practices or procedures that violate employer policy, antitrust laws, commercial bribery laws, copyright laws, discrimination laws, campaign contribution laws, or other laws regulating the conduct of employer business.

University Policy (APS 5003) requires that University administrators, faculty and staff shall not participate in institutional decisions involving direct benefits such as appointments, retentions, promotions, salaries, leaves of absence, or awards to members of their immediate families. The principle of anti-nepotism shall not be used as a criterion against appointment or employment at the University of Colorado. Immediate family includes spouses, children, parents, grandparents, grandchildren, brothers, sisters, nieces, nephews, uncles, aunts, first cousins, fathers-in-law, mothers-in-law, sons-in-law, and daughters-in-law. While there is no prohibition against relatives working in the same department or unit, an employee may not appoint, nor participate in the decision-making process to appoint, a relative to a position within the University. The decision on the appointment must be made by someone other than the relative. Once such an appointment has been made, subsequent decisions on the salary, promotion, and all perquisites and benefits of the employee must be made by someone other than the relative, even though the relative may be the supervisor to whom the employee reports.

Commitment to Inclusive Practices

The University will provide reasonable accommodation to applicants with disabilities throughout the employment application process. To request an accommodation pursuant to the Americans with Disabilities Act, please contact Human Resources at workplaceengagement@ucdenver.edu. The University of Colorado Denver is committed to recruiting, retaining, and promoting diverse faculty and staff. The university strives to promote a culture of inclusiveness, respect, communication, and understanding. We encourage applications inclusive of race, color, national origin, sex, age, disability, creed, religion, veteran status, marital status, political affiliation, pregnancy or related conditions, sexual orientation, gender identity, and gender expression. The University of Colorado is committed to diversity and equity in education and employment.

Student Employment

Student Employment is the broad category that encompasses all university student jobs, including student hourly, monthly, contract, and Work-Study positions. Work-Study is a subset of student employment, meaning all Work-Study students are student employees and are subject to the same employment policies

and expectations. However, Work-Study positions have additional eligibility, funding, and hiring requirements that do not apply to all student employees (see additional information outlined below).

Student Employee positions may be funded through a university department budget or through Work-Study funds. On-campus student employees support university operations while gaining valuable professional experience. Students employed in on-campus positions must be enrolled at least part-time in a degree-seeking program during the semester of employment (please see Student Employment Eligibility & Requirements section of the Handbook for more details). Students can search for and apply for available on-campus opportunities through [Handshake](#).

In addition to on-campus student employment, students may pursue employment off-campus with businesses and organizations in the surrounding Denver community. These positions are not affiliated with or funded by the university and are generally open to all students regardless of enrollment status or financial need. Opportunities can be found through Handshake and other job-search platforms.

Work-Study (On and Off Campus) | Federal and Colorado State

[Work-Study](#) is a financial aid award that allows undergraduate and graduate students to work part-time to earn money to pay for educational expenses. The program encourages work related to the recipient's course of study. Students earning Work-Study funds are paid bi-weekly. Students can be awarded Federal or Colorado Work-Study. Students who are eligible for Work-Study will receive a Work-Study Eligibility Letter sent to their CU Denver email. This letter serves as proof of eligibility and can be shared with Work-Study supervisors or prospective employers when applying for positions. Eligible students are responsible for searching and applying for available Work-Study jobs in Handshake. Work-Study funds are not awarded upfront; students will receive their award only after they have been hired or offered a Work-Study position and have submitted a Work Authorization Form signed by both the student and supervisor. Once these requirements are completed, the Work-Study award will be processed and applied.

Not sure if you have Work-Study? Haven't been sent a Work Study Eligibility Letter? Contact the Student Employment Office: studentemployenet@ucdenver.edu.

Student Employee Classifications

Position Classification	Position Description
Student Assistant I Job Code: 4101	This class describes entry-level training positions. These positions generally perform one identifiable set of duties, so there is little variety. There is no latitude for altering the sequence of processing steps, determining own methods, or exercising significant judgment. Very specific instructions are clearly stated and readily available. This class may be used as a training level for a higher class. Some examples of work or positions may include filing, reception, sorting and routing mail, unskilled typing/word processing, unskilled lab helper (e.g., clean-up, preparation of solutions), custodian, food service worker, and library assistant/aide.

Student Assistant II Job Code: 4102	This class describes routine and repetitive work where there is variation in duties requiring some judgment. These positions require little, if any, previous or specific knowledge, skill, or experience. Employees often perform tasks which require the use of special equipment or tools (e.g., standard lab equipment, duplication equipment, grounds equipment, computer access or entry of data, or operation of audio-visual equipment). Assignments may include latitude for altering the sequence of processing steps by choosing alternatives from a standard set of procedures. Training positions receive the necessary preparation for entry to a higher class. Some examples of work or positions may include switchboard operation, groundskeeper, building security guard, library assistant, clerical/office/staff assistant, manual labor, audio-visual technician, parking attendant (issuance of citations), data entry operator, grader, testing assistant, art model, childcare aide, duplicating and printing assistant, music assistant, lab helper with minimal responsibility, and receptionist (closely supervised).
Student Assistant III Job Code: 4103	This class describes developmental and/or semi-skilled positions requiring the application of various knowledge and experience. These employees usually perform more independently and require less supervision of detail. Duties may involve greater variety. Work generally requires 1-2 semesters or previous experience, course work, or training. This class may be used to provide further training for a higher class. Some examples of work or positions may include: skilled typing, lead-worker, police dispatcher, cook's assistant, lab assistant (e.g. assisting with or running routine tests, experiments, or analysis given specific procedures but requiring some judgment in the execution), public safety guard, vehicle driver, 2nd year clerical/office/support assistant, computer operator, day care group leader, security worker, technical assistant, peer advisor, cashier (entry), police dispatcher intern, clerk typist, word processor, secretary, student assistant, tutor/grader, administrative assistant, nursing assistant, laboratory researcher (some supervision), course evaluator or skilled data entry worker.
Student Assistant IV Job Code: 4104	This class describes full operating and/or skilled positions. Employees perform independently and require minimal supervision. Instruction is provided only for new or unusual situations. Employees possess all the relevant knowledge, experience, or skill to perform duties independently. Work generally requires 3-4 semesters or equivalent experience. Some examples of work or positions may include accounting technician, bus driver, microcomputer specialist, draftsman, electronic technician, or administrative assistant.

Student Assistant V Job Code: 4105	This class describes supervisory and/or advanced level positions. Duties at the advanced level are typically more complex. Employees perform without direct supervision except for infrequent occasions involving the most complex situations. Work is typically reviewed for results. Students in these advanced positions may assist in supervising, training, and/or evaluating other students, student employees, or faculty/staff. Work generally requires a student to be close to degree completion and/or possess several years of experience. Some examples of work or positions may include food service student supervisor, lab assistant supervisor, clerical supervisor, day care group leader, custodial supervisor, computer programmer (requires original coding), advanced technical accounting, advanced lab assistant (runs own subjects, may supervise lab helpers), web page administrator, statistical analyst, program specialist, student services specialist, photographer, statistical analyst, research technician, program specialist, finance administrator, teaching assistant, accounting technician, hospital assistant (in clinics, records departments, etc.).
Student Assistant VI Job Code: 4106	Work generally requires 3-4 semesters or equivalent experience. This class describes second level supervisory, graduate level positions, and/or positions requiring highly advanced skills. Supervisory employees supervise three or more subordinates. Graduate level employees possess the appropriate bachelor's degree and/or apply the knowledge gained to the assignment.
Off-Campus Student Assistant Job Code: 4201	This job class describes a student who is working for an approved off-campus agency and who is covered under the University of Colorado's worker's compensation insurance policy. An agency must have contracted and agreed to the terms of the individual CU campus Work-Study agreement. Contact each campus Student Employment Office for a current listing of approved agencies. Some examples of work or positions may include office volunteer locations, advanced off-site external collaborations. Please work with your Unit Leadership and Central HR to determine needs.

General Assistant Graduate Level Job Code: 1501/1502*	This class describes second level supervisory, graduate level positions, and/or positions requiring highly advanced skills. Students in these advanced positions may assist in supervising, training, and/or evaluating other students, student employees, or faculty/staff. These classifications are reserved for roles that are program-specific in nature and reflect structured academic employment rather than general student employment. These employees usually perform more independently and require less supervision of detail. Instruction is provided only for new or unusual situations. Employees possess all the relevant knowledge, experience, or skills to perform duties independently. Generally, it requires that students have completed a prior bachelor's degree from an accredited institution. It requires specific programs of studies or class completion. Some examples of work may include acting as a department/unit/ school /college point of contact, front desk supervisor, student supervisor, preparing presentations, organizing events, helping students complete project teams, supervising laboratories, helping professors develop course materials, and performing tasks assigned.
Research Assistant Graduate Level Job Code: 1505	This class describes second level supervisory, graduate level positions, and/or positions requiring highly advanced skills. Graduate Research Assistants conduct research that benefits the student's own learning and research, and the university, faculty or academic staff supervisor or granting agency. Employees will operate under the direct supervision of a faculty supervisor. Graduate level employees should possess the appropriate bachelor's degree and/or apply the knowledge gained to the assignment. Students in these advanced positions may assist in supervising, training, and/or evaluating other students, student employees, or faculty/staff. Some examples of work include fieldwork, lab work, library research, data analysis, writing, curating exhibitions, or any other activity that can be counted as research.

Teaching Assistant Graduate Level Job Code: 1506	This class describes second level supervisory, graduate level positions, and/or positions requiring highly advanced skills. Graduate Teaching Assistants provide professional level instruction under the direct supervision of a faculty supervisor. These employees usually perform more independently and require less supervision of detail. Classroom expectations communicated clearly by Faculty supervisor for learning outcomes. Some examples of work may include delivering a range of teaching and assessment activities, including tutorials, seminars, and lectures in some instances. Contribute to the development of appropriate teaching materials to ensure content and methods of delivery meet learning objectives, participate in the assessment process.
Student Stipends Job Code: 3205	Varies. Please work with your Unit Leadership and Central HR to determine your needs.

**Graduate students may be appointed to any Student Assistant classification (I–VI) and may utilize Work-Study funding, if eligible, for on-campus employment. Supervisors, in consultation with the student employee and their HR Business Partner, are responsible for ensuring the assigned job classification accurately reflects the scope and level of work performed, aligns with the appropriate pay range, and complies with the student’s Work-Study eligibility. If a graduate student is employed in a position that is directly tied to or required by their academic program, the appropriate graduate job codes (1501/1502) should be used. These classifications are reserved for roles that are program-specific in nature and reflect structured academic employment rather than general student employment.*

General Employer Responsibilities

All employers, both On and Off Campus, are required to read, understand, and comply with the policies outlined in this document, especially regarding the *Employer Responsibilities* and *Student Employment & Eligibility & Requirements* sections. Employers must also ensure that each student they hire has reviewed and understood the information conveyed and addressed any questions or concerns.

It is the employer’s responsibility to collaborate with student employees to establish a reasonable work schedule that supports both the employer’s operational needs and the student’s academic commitments. During certain times of the semester, such as midterms and finals, students' schedules may require adjustments. Planning in advance can help minimize disruptions. All employers and departments are responsible for maintaining accurate and up-to-date student employee personnel files onsite.

Off-Campus Employers

The Financial Aid & Scholarships Office & Student Employment Office will handle all off-campus student

employment hiring paperwork, human resources, and payroll matters, along with time entry. The University will also provide copies of the Personal Information Worksheet and the Emergency Contact Worksheet to off-campus employees.

All off-campus supervisors and off-campus student employees must complete and submit a [Work-Study Authorization Form](#) with the student employment new hire paperwork at the beginning of each semester (preferably two weeks before the semester's first payroll start date). Supervisors of off-campus FWS student employees are responsible for facilitating time collection within their departments. The Financial Aid Office is responsible for managing the time entry process for all Off-Campus Work-Study Employers (including students working in MSUD/CCD/AHEC/etc. departments). Off-Campus FWS Student Employees must complete bi-weekly time records listing time in & time out for each day worked, with a way in which a supervisor can verify the hours worked.

FWS Charges to Employers

*Each Agency agrees to reimburse the University for twenty-five and a half percent (25.5%) of the amount earned by each student. The Agency agrees to reimburse the University for 100% of the amount of sick leave taken by the students while at the Agency, in accordance with the Colorado Healthy Families and Workplace Act. The University will pay Worker's Compensation premiums on their students employed hereunder, and the Agency shall, in addition to other sums due hereunder, pay the University an amount equal to two percent (2%) of the wages earned by each student to cover such premiums and the administration thereof.

The aforementioned amounts will be billed (all CU campuses will be billed through PeopleSoft Finance) to the Agency monthly by the University and should be paid within thirty days of receipt. Agency accounts which become delinquent may result in an immediate cancellation of this agreement by the University and in the subsequent termination of all student employees. Agency may be responsible for 100% of student's salary if Agency allows students to work prior to University notification of eligibility by receipt of student's electronic timesheet.

The above percentage information does not apply to off-campus Family Literacy employers. However, the following statement does apply to Family Literacy employers; paragraph IV, page 1, of the Family Literacy Off-Campus Contract. Agency may be responsible for 100% of student's salary if Agency allows students to work prior to University notification of eligibility by receipt of student's electronic timesheet.

*For the 2026–2027 academic year, Work-Study wages are funded at 100% until the student's total awarded amount has been fully expended. It is the student and supervisor's responsibility to keep track of employment earnings throughout each semester. Furthermore, it is the sole responsibility of the student employee to be aware of possible funding and status changes, along with any Work-Study award reductions to their Financial Aid throughout each semester. It is also the sole responsibility of the student to immediately inform their supervisor of any changes which may affect their Work-Study award and employment eligibility.

Employer Site Visits

To ensure a positive and educational student employment experience, and to confirm that employers comply with university, state, and federal Work-Study standards, the Financial Aid & Student Employment Offices

will periodically conduct site visits with both university and off-campus employers.

Site visits are scheduled by the Student Employment Office during the Fall or Spring semesters. These visits involve a brief meeting between the Student Employment Program Manager (or associate representative) and the direct supervisor(s) of student employees. During the visit, Student Employment may ask a series of questions, tour the student work areas, and address any concerns. Student employees are not required to be present. For questions or concerns about site visits, please contact: studentemployment@ucdenver.edu

Student Employment Recruitment & Hiring

The Student Employment Office recommends that students seek positions within their major or career field to gain valuable, field-specific experience. Employers increasingly prioritize hands-on experience over just a degree. While students can apply for positions in any department, focusing on roles related to their academic or career interests can provide a competitive edge in the job market. Schools, Colleges, and Units (S/C/Us) interested in hiring a student employment position must ensure their job description meets the Classification for the Student Position they are looking to recruit and must ensure a thorough recruitment process has been completed before hiring a student.

Student Employment Recruitment Process

- S/C/Us must draft a Student Employment Position Description that meets the business needs of the department and roles for which they are recruiting. Please consult the Student Employment Classification Matrix to classify and compensate for a student position.
- Open positions **must** be posted to CU Denver's [Handshake](#) Page, to ensure a competitive, open recruitment process for all interested students.
- The Colorado Equal Pay for Equal Work Act requires a minimum of five (5) day posting period. The standard posting application window ranges from 5 to 14 days. Postings must also include the pay rate or range and an apply date.
- Student employment positions may not remain open on a rolling or indefinite basis; departments must be actively recruiting during the posting period. The Office of Student Employment reserves the right to remove postings that do not demonstrate active recruitment.
- Throughout the recruitment process, departments are expected to uphold strong candidate care practices, including timely and proactive communication, regular status updates, and a transparent, respectful hiring experience for all applicants.
- Student candidates can access open positions through [Handshake](#) utilizing their CU Denver single sign-on (SSO) credentials. Candidates can explore open positions and refine their search using collections and designated categories including “On-Campus Student Employment” and “Work-Study.”
- Students interested in the position must submit application materials (typically a resume and/or cover letter), which will be collected in the Handshake System.
- Hiring Managers will then review and matrix all student applicants, to narrow down to an interview pool. The hiring manager, or search committee, will then interview and

narrow down to finalist candidates.

- Finalist candidates should be given a Letter of Offer (LOO) to sign and secure their student employment position and offer rate.
- The hiring manager will then work with their HR Business Partner to complete all the necessary Student Employment Hiring Paperwork to onboard the new student employee(s).

Students, if you are having trouble finding an open position, on or off campus, please make an appointment with the Career Center. You can schedule an appointment through Handshake or contact Lynx Connect at CareerCenter@ucdenver.edu | 303-315-4000.

Employers, if you are having a challenging time drafting your Student Employment Position Description, please reach out to Student Employment (daniel.j.young@ucdenver.edu) to help identify areas or functions of support, and to help draft and/or develop your student employment position.

Handshake Postings & Recruitments

- You will need an employer account connected to the University of Colorado Denver network to post a job. If you already have a student/alumni account associated with your ucdenver.edu email address, follow the [these steps](#) in an incognito window to initiate an employer account, using your CU Denver credentials.
- Instructions for “How to Post a Job in Handshake” can be found [here](#).

Student Employment Hiring Paperwork

Once students have gained employment, through the proper hiring process (described above) they must complete and submit all required University’s hiring documents, including a background check, **before employment may begin**. Hiring paperwork will be submitted to your supervisor and/or hiring authority upon completion.

Background Check: All University of Colorado employees, including student employees, are required to complete a criminal and national sex offender registry background check **prior to starting employment** at CU. In addition, some positions that require driving as an essential function may require a motor vehicle record check. Background checks are completed through CU’s third-party vendor, HireRight.

- HR Business Partner submits the [Background Check Request Form](#).
- Student employee receives an invitation from HireRight to provide personal information and sign disclosures. The background check cannot proceed until this step is completed.
- Contact hr.backgrounds@cuanschutz.edu for questions.

Employment Eligibility/ I-9: In accordance with the Immigration Reform and Control Act of 1986 (IRCA), the University of Colorado is required to verify the employment eligibility of all employees through the Form I-9 and E-Verify process. Any individual hired, whether in a regular or temporary position, to perform labor or services in the United States in exchange for wages or other compensation must complete a Form I-9. The University completes Form I-9 processing through its third-party vendor, HireRight.

- The HR Business Partner initiates the Form I-9 in the HireRight portal.

- The student employee will receive an email invitation to complete Section 1 of Form I-9.
- Section 2 of Form I-9 requires verification of original, acceptable identity and employment authorization documents. This section must be completed by the employee and the HR Business Partner within the first three (3) business days of the employee's start date.
- Employees who do not complete Form I-9 within the required three (3) business days, fail to present original acceptable documents, or cannot provide valid work authorization, must be separated from employment. Individuals separated for these reasons may be rehired once their employment eligibility can be properly verified.
- Contact hr.i-9@cuanschutz.edu for assistance.

New Hire Checklist:

- [Personal Information Worksheet](#)
- [Emergency Contact Information](#) (CU portal)
- [Direct Deposit](#) (CU portal)
- [IRS W-4 Form](#) (CU portal)
- [University Trainings](#) (Percipio)
 - o Each individual department will provide newly hired student employees with a list of training required to complete upon their hire. Please consult this handbook and your supervisor/HR Business Partner for more information.
- [Work-Study Authorization Form](#)
 - a. This is only needed to review a student's Work-Study eligibility and offer an award. Please reference the [Work-Study Authorization Form Help Guide](#) for more details and clarification on how to complete this form prior to sending it to StudentEmployment@ucdenver.edu.
 - b. Work Study Authorization forms are required for both on and off campus work study students. Students are awarded in order of when Work Study Authorization forms are received. New forms are required for each academic year and summer.

To properly set up new student employees in HCM, and avoid delays in HR and Employee Services processing, the department should review all paperwork and documentation carefully. Employers must complete and verify all supporting documentation for the I-9 form. The department should inform student employees to ensure all details are updated in their CU portal.

Student Employment Compensation

Effective January 1, 2026, the Denver Metro Minimum wage has been increased to **\$19.29 per hour.**

Student employees cannot be paid below the minimum wage standard, which is specified in the Student Employment Pay Rate Structure (see below) and dictated by State and Federal regulation. Established pay rates are the standard for each student professional level and is the recommended market range for the associate student employment level, but Schools/Colleges/Units have the discretion to work within the standard ranges to meet internal equity and budget.

Student employees must be paid at or above the State or Federal minimum wage, whichever is higher at any given time. Established pay rates are recommended for each level of student employment, based on current market data, internal incumbent data that follows the current [Equal Pay for Equal Work Act](#) computation

method. If a student is being paid a fixed fee for a project, the hours to complete the project must be considered when calculating the payment total to ensure the wages are at or above the minimum wage standard. More information on the Colorado minimum wage is available on the [Colorado Department of Labor](#) website.

Colorado State Equal Pay for Equal Work Act

The Equal Pay for Equal Work Act (C.R.S. § 8-5-101 et seq.), signed into law by the Colorado Governor on May 22, 2019, and effective January 1, 2021, amends Colorado law to provide new wage discrimination and employer provisions. The law prohibits wage discrimination by requiring that an employer shall not discriminate between employees on the basis of sex, or on the basis of sex in combination with another protected status, by paying an employee of one sex a wage rate less than the rate paid to an employee of a different sex for substantially similar work (based on a composite of skill; effort, which may include consideration of shift work; and responsibility), regardless of job title. A wage rate differential is permissible if at least one of the following factors accounts for the entire wage rate differential: a seniority system, a merit system, a system that measures earnings by quantity or quality of production; the geographic location where the work is performed; education, training or experience to the extent that they are reasonably related to the work in question; or travel, if the travel is a regular and necessary condition of the work performed.

The Act requires the employer to keep records of job descriptions and wage rate history for each employee for the duration of employment plus two years after the end of employment. It also requires providing notice of job openings and promotional opportunities, including the hourly or salary rate or range, and a general description of all the benefits and other compensation offered to the hired applicant. The law prohibits using pay history for prospective employees by requiring that an employer shall not seek the wage rate history, or rely on the wage rate history, of a prospective employee to determine a wage rate. Discrimination against a prospective employee for not disclosing wage rate history is prohibited.

Student Employment Pay Rate Structure | Denver Campus

Position Classification	Job Code	Minimum Wage	Maximum Wage
Student Assistant I	4101	\$19.29	\$27.00
Student Assistant II	4102	\$19.29	\$28.89
Student Assistant III	4103	\$19.29	\$30.91
Student Assistant IV	4104	\$19.29	\$33.07
Student Assistant V	4105	\$19.29	\$35.39
Student Assistant VI	4106	\$19.29	\$37.87
Off Campus Student Assistant	4201	\$19.29	\$40.52
General Assistant – Graduate Level	1501/502	\$19.29	\$40.52
Research Assistant – Graduate	1505	\$19.29	\$40.52
Teaching Assistant – Graduate Level	1506	\$19.29	\$40.52
Stipends	Varies	Varies	Varies

The pay rates listed above are intended for the CU Denver campus and have been established using the City

and County of Denver minimum wage requirements and relevant industry compensation benchmarks. Departments at the CU Anschutz Medical Campus should consult with their Human Resources office if they wish to use a different pay scale, as campus-specific compensation practices and considerations may apply: human.resources@cuanschutz.edu

Student Employment Eligibility & Requirements

This section outlines policies and requirements applicable to both Work-Study and Student Hourly employment types. While many guidelines apply broadly, certain eligibility criteria, enrollment requirements, and employment conditions may differ between the two classifications. Students and employers are responsible for reviewing all information carefully to ensure a clear understanding of the expectations and distinctions associated with each employment type.

Federal Work-Study Eligibility

To be eligible for [Work-Study](#) during the academic year and summer semesters, a student must submit the Free Application for Federal Student Aid (FAFSA), meet enrollment, cost of attendance, and Student Aid Index (SAI) eligibility criteria. A Work Study Authorization Form is also required before an award can be made. Priority is given to students who apply and complete all requirements early. The FAFSA must be submitted each year and can be filed as early as October 1 of the preceding year. Once awarded, students must maintain their financial aid eligibility throughout the semester.

Satisfactory Academic Progress (SAP)

Federal and state financial aid rules and regulations require students to maintain Satisfactory Academic progress (SAP), to be eligible to earn their Work-Study awards. This progress is assessed at the end of each semester as soon as grades are finalized. There are three types of violations:

- Grade Point Average (GPA)
- Completion Rate
- Overall attempted credit hour limit

The Financial Aid & Scholarships Office/Student Employment Office will attempt to notify each employer if a student becomes ineligible to earn their award due to a violation of the SAP standards. Once notified, the student will either stop working for their employing department or will need to be set up as an hourly student, and the department will be responsible for paying 100% of their hourly wage. Students may appeal their SAP status if they had extenuating circumstances for being in violation of SAP. If a student's financial aid eligibility is reinstated, the Financial Aid & Scholarships Office will notify employers as soon as possible, so that students may resume earning their Work-Study.

GPA Requirements

Student employees (Work-Study & Student Hourly) are required to maintain a minimum GPA to ensure they remain in good academic standing while balancing their work responsibilities. This requirement reinforces the priority of academic success and promotes the development of time management and personal accountability skills.

Undergraduate students must maintain a 2.0 cumulative GPA, and graduate students must maintain a 3.0

cumulative GPA. Individual departments may establish higher GPA requirements at their discretion. Incoming first-year students are exempt from this requirement as they will not have an established GPA until they have completed a full academic semester. Supervisors are responsible for performing grade checks at the end of each semester. The Student Employment Office will attempt to notify each employer if a student becomes ineligible to work due to a violation of the GPA standards.

Fall & Spring Enrollment Requirements

A minimum enrollment requirement ensures that student employment supports, rather than detracts from, the student's academic progress and primary focus on their studies. Students who drop below the required number of credit hours or withdraw during a semester may only earn Work-Study or Student Hourly funding through their last day of attendance. If a student continues working after the date of becoming ineligible, the employing department will be responsible for 100% of the students' earnings.

- **Undergraduate** students must be enrolled in at least six (6) credit hours, half-time status, for each Fall and Spring semester.
- **Graduate** students must be enrolled in at least three (3) credit hours, half-time status, for each Fall and Spring semester.
- **Professional** students must be enrolled in at least five (5) credit hours, for each Fall and Spring semester.

In addition to the above credit hour minimums, Work-Study employees must be enrolled under a "Degree Seeking" Status. "Non-Degree Seeking" enrollment, such as certification-only enrollment or auditing courses, does not qualify for student job code eligibility. This applies for both Undergraduate and Graduate level students. Courses taken need to apply to a student's program to be eligible for Work-Study funding.

The maximum number of hours a student employee may work during active Fall or Spring semesters is 25 hours per week, or 50 hours per biweekly payroll period, while classes are in session. It is recommended by CU Denver Human Resources and the Student Employment Office that student employees work no more than 20 hours per week, with a combined 40 hours per biweekly payroll period, while classes are in session. While classes are not in session (e.g., winter break), student employees can work up to 40 hours per week, or 80 hours per biweekly payroll period. Student timesheets cannot exceed 40 hours in one week, or 80 hours in a biweekly payroll period.

Summer Enrollment Requirements

Work-Study: Student employees must be enrolled at least half-time (see credit hours by level of study above) for the summer semester. Similar to Fall & Spring, any earned wages which exceed a student's work study allotment will be charged at 100% to the employing department. To continue working past June 30, students must:

- Submit a completed FAFSA for the upcoming aid year by Summer main session census. For example, during Summer 2027, a student would need a 2027-2028 FAFSA on file to determine eligibility.
- Submit a new Work Study Authorization Form prior to the summer term.

Student Hourly: There is no minimum credit hour requirement for student employees (undergraduate or graduate) working during the Summer semester. However, any Hourly student employees who are not

enrolled in Summer semester classes must be enrolled for the upcoming Fall semester, as a degree-seeking, part-time student to be eligible for summer student employment.

The maximum number of hours a student employee (Work-Study & Student Hourly) may work is 40 hours per week, or 80 hours per biweekly payroll period.

Exceptions

Exceptions to the above enrollment requirements for Fall, Spring, and Summer may be granted for Student Hourly positions ONLY with the approval of the School/College/Unit Appointing Authority where the student is employed, in consultation with the Student Employment Program Manager, when the request for an exception is submitted in writing to daniel.j.young@ucdenver.edu. Examples of exceptions include situations where a student requires only a limited number of credits to graduate, is enrolled in a program with a reduced credit requirement (such as a one-credit thesis or dissertation) or is participating in an internship.

Graduating Students

Undergraduate and Graduate level students cannot continue working under Student Employee job codes following their graduation date, as they are no longer enrolled. However, if the graduation date falls within an active payroll period, students may continue working only until the end of that payroll deadline. For example, if the Spring 2026 graduation date is May 16, and the payroll deadline for that period is May 23, then May 23 is the last day the student may work in a student employee role.

Students who wish to continue working after graduation must be rehired into a different position type (such as temporary or contract employee) through their School, College, or Unit, following standard hiring procedures.

International Students

In accordance with the US Citizen and Immigration Service ([USCIS](https://uscis.dhs.gov/)) regulations, international students may not work more than 20 hours per week—in total, regardless of the number of positions—while classes are in session during the Fall and Spring semesters. During the Summer semester, and when the University is on an official break and/or no classes are in session, international students may work on campus in a student-hourly position, up to, but not more than, 40 hours per week. Additional employment for international students is prohibited under federal regulations [8 CFR 214.2 (f)(9)(i) and at 22 CFR 62.23 (g)(2)(iii)]. For additional information or questions about international student employment please contact [International Student & Scholar Services](#) (ISSS) at iss@ucdenver.edu or call 303-315-8989.

Multiple Positions

Student employees may work multiple jobs. The Student Employment Office does not recommend a student to work in more than four (4) active positions at the same time.

All campuses and System Administration of the University of Colorado and all departments, colleges, centers, divisions, or other degree or non-degree units are considered one employer under Internal Revenue Service rules. Students working in more than one position at a University of Colorado campus and/or System Administration are required to disclose current CU Employment at the time of application for any

subsequent CU jobs. If a student employee obtains an additional campus/System position, they should inform all supervisors. The department that first employs the student remains the **primary department**, and that supervisor serves as the **supervisor of record**. Students must notify supervisors whenever they change positions and work with all employers to ensure their combined hours across all appointments remain within the maximum limits outlined in the Hourly Regulations.

Students may hold both a Work-Study position and a Student Hourly position at the same time. The Work-Study award package may be used across multiple on-campus jobs. However, work-study funding cannot be split between an on-campus position and an off-campus position. If a student accepts more than one job, they are required to inform the supervisor of their first (chronologically established) position before accepting/beginning the additional role. Both the student and all supervisors share responsibility for monitoring the student's total earnings throughout the semester. If the student is at risk of exceeding their Work-Study award, they can submit a [Work-Study Increase Request Form](#) to Financial Aid at StudentEmployment@ucdenver.edu.

Rights & Responsibilities

It is the sole responsibility of each Work-Study recipient to understand all Financial Aid policies and remain aware of any potential changes to funding, student status, or Work-Study award amounts throughout the semester. Additionally, all student employees (Work-Study & Hourly) must immediately inform their supervisor of any changes that may impact their eligibility for student employment. Students are also required to provide a copy of their class schedule and proof of their Work-Study award to their supervisor before the start of each semester, confirming enrollment and GPA eligibility. Please note: Failure to fulfill these responsibilities—whether working on or off campus—may result in termination from a position.

FWS Cancellation Policy

Please note that Work-Study is never guaranteed and may be reduced or cancelled at any point throughout any given semester. For students who do not earn any portion of their Work-Study award, the Financial Aid Office may cancel it from your award package.

The following are also reasons Work-Study may be cancelled:

- Student is awarded additional grants or scholarships, after initial packaging, which causes an over-award
- Student fails to maintain SAP – Satisfactory Academic Progress
- Student is not enrolled in at least part-time status throughout the entirety of a semester
- Student withdraws from the University
- Student graduates from the University

Please contact the Financial Aid Office at studentemployment@ucdenver.edu if there are any questions regarding Work-Study cancellation policies.

FWS Authorization Form

All Work-Study employees, along with their supervisors, must complete and submit a [Work-Study Authorization Form](#) (WAF) at the beginning of each semester (preferably two weeks before the semester's first payroll start date). Work-Study employees MAY NOT BEGIN WORKING until the Financial Aid Office has

received the student's WAF, and the supervisor has received a confirmation email. Any hours worked before the Work-Study confirmation email has been received will be charged at 100% to the employer.

FWS Awarding Structure

Work study requested is generally awarded equally between Fall and Spring semesters. For example, if \$10,000 is awarded, \$5,000 is awarded each semester. Unearned work study funds are not automatically rolled over between semesters. Unearned funds in the fall are swept back into the general allocation pool; Spring semester awards would remain unchanged. Students can request additional work study funds in Spring by completing the [Work Study Increase Request Form](#).

Time Entry Regulation

Academic Calendars are updated yearly. Please refer to the [CU Denver Academic Calendar](#) website for exact dates for Fall, Spring, and Summer semesters.

Scheduled work hours for all student employees (Work-Study and Student Hourly) must not conflict with students' class schedule or academic progress. Employers should make sure that students are not working during the times they are scheduled to be in class. Please note that undergraduate and graduate student employees may NOT be paid if hours are clocked during a student's class time. In cases when students report hours worked while they were scheduled to be in class, the employer should have documentation in the student's file regarding the extenuating circumstances that allowed them to work during this class time.

Student employees who exceed the established work hour limits (an average of 30 hours per week or 130 hours per month) may become eligible for employee health benefits under the Affordable Care Act (ACA). Employee Services will notify the student and their primary supervisor of such eligibility within 30 days of the determination.

Supervisors of students are responsible for facilitating time collection within their departments through the Departmental Personnel Payroll Liaison, often referred to as your Human Resources Business Partner (HRBP). The Financial Aid Office is responsible for managing the time entry process for all Off-Campus Work-Study Employers (including students working in MSUD/CCD/AHEC/etc.). Students must complete bi-weekly time records listing time in & time out for each day worked. The hours reported on these time records must then be entered into HCM Time Collection Pages.

- The signed copy of the time record must be kept on file with the employment department for a minimum of 3 years, though the Student Employment Office recommends 5 years.
- Departments with contracts and grants are required to retain records for 3 years, though the Student Employment Office recommends 5 years, from submission of final expenditure reports on all contracts and grants.
- For Work-Study students, federal and state programs require departments to obtain the time record for 3 years, though the Student Employment Office recommends 5 years, from the end of the award year.

Please note: Students are to be paid only for hours worked; they are not paid for snow days or administrative

days that are paid non-working days for university staff. Employers cannot pay a student for anticipated hours. Supervisors must review the time record for accuracy to verify that the student is reporting the correct time.

Supervisors and students CANNOT hold hours in anticipation of a Work-Study award. Students must be paid hourly, until the date the Work-Study has been awarded.

Supervisors and students must adhere to the time collection deadlines and facilitate time collection with the Department Personnel Payroll Liaison/HRBP. Time Collection deadlines are available on the [CU HCM Community Payroll Production Calendars](#) and the [Student Employment Office](#) bi-weekly payroll calendar.

Managing Student Time Records

- Keep all timesheets or timecards (if using an automated system) in one location where only the supervisor has access to them. Student employees should be given access only when they clock in and out. Time worked may be entered into the leave portal in lieu of the above.
- Students should clock in and out at the time they enter and/or leave their shift(s). This includes breaks and lunch.
- Do not have students prefill or post fill time records either at the end of a pay period or other weekly/monthly record. This should eliminate any errors.
- Make sure students have a supervisor that is aware of and can verify the student employee's time in and time out. An appropriate person (proxy) should be designated to sign off on the time record in the supervisor's absence (e.g., on vacation or sick leave).
- Employers should notify the student employee who the backup person will be for the department in the event of their regular supervisor's absence.
- State Procedure P-3-35 states Time worked must be recorded in 15-minute units (round to the nearest quarter hour). Example: if a student punches in at 7:11, employers should round the time to 7:15. If they left at 4:25 – round the time to 4:30. Using these rounded figures, the student worked 9.25 hours for the day.
 - *15 minutes = .25 of an hour
 - *30 minutes = .50 an hour
 - *45 minutes = .75 of an hour

FWS Time Collection

All FWS student employees are solely responsible for completing and submitting their time sheets to their supervisor by the *Timesheet Due Date*, indicated on the Student Employment Bi-Weekly Payroll Calendar and the [CU Denver payroll calendar](#). All timesheets must be signed by the student employee and approved by the supervisor before the hours can be submitted. Late timesheets may delay processing of pay. Late timesheets will be processed by the HR Business Partner when they are received and pay should be processed during the next eligible pay cycle, including off cycle if available. In the case of **Off-Campus Work-Study employees**, all signed and completed timesheets should be emailed to the Financial Aid Office at studentemployment@ucdenver.edu

Break Time Regulations

Students working for long or specific amounts of time are entitled to break time. Breaks should not be taken at the beginning or the end of the work period and are not cumulative. Breaks should be taken at times when they will not place an undue burden on the department. Employers and students can view the [Colorado Department of Labor and Employment's](#) regulations for breaks and meal periods.

- A student working a consecutive four-hour work period can be given one (1) 15-minute break with pay.
- A student working more than five hours is entitled to one (1) 30-minute lunch break without pay. It is recommended that students take this meal break of at least 30 minutes if they work more than 5 hours.
- A student working a full eight-hour day can be given up to two (2) 15-minute breaks with pay and a 30-minute lunch break without pay.

Holiday(s) & Designated Campus Closures

Student employees are not permitted to work during official [university holidays](#) or designated campus closures. These periods are considered institutional non-working days, during which university facilities may be closed or operate with limited access, and supervision may not be available. In alignment with university policy and to ensure the safety and well-being of all student workers, no work hours should be scheduled or performed during these times. Exceptions to this policy may only be made with prior written approval from the Student Employment Office and the relevant department supervisor and must include a clear justification and plan for appropriate supervision. Additionally, FWS students are prohibited from working on student breaks and on official holidays when the University is closed. However, if a supervisor's office must remain open during an official holiday or during the student's break, a student is permitted to work if a supervisor is present. Work-Study students cannot receive higher pay for work performed on a holiday.

Overtime and Benefits Eligibility

Student Hourly employees are considered non-exempt under the provisions of the Fair Labor Standards Act (FLSA); thus, Student Hourly positions are eligible for overtime payment. However, employers need to discuss with students that overtime must be pre-approved, pre-determined, or agreed upon at time of shift; failure to follow this may be grounds for termination of student employment. All overtime must have prior approval by the student's direct supervisor. If employers have students who are working multiple jobs, it is the responsibility of the department(s) and of the student employee to monitor the total hours worked each week across all jobs. If the total hours worked in the week are greater than forty (40) hours, then the department where the student employee works **the 41st hour** is required to pay the overtime.

Departments should work out ahead of time who will be responsible for paying overtime or agree to share the overtime charges. Please make sure students are aware of these overtime requirements when working in multiple departments.

Any earnings over a student's Work-Study award will be paid 100% by the employer. The Student Employment Office will attempt to notify departments and employers when their students are running out of funds; however, it is ultimately the student's and supervisor's responsibility to keep track of Work-Study earnings and awards throughout the semester. Furthermore, it is the sole responsibility of the student to be aware of possible funding and status changes, along with any Work-Study award reductions to their

Financial Aid throughout any given semester. It is also the sole responsibility of the student to immediately inform their supervisor of any changes which can affect their Work-Study award and employment eligibility.

Students are **not eligible/entitled to fringe benefits**, and they cannot receive benefits in exchange for work such as retirement, vacation, snow days, unemployment, and/or paid holidays. Colorado law, the [Healthy Families and Workplaces Act](#), requires employers to provide paid sick leave to their employees at a rate of 1 hour of sick leave for every 30 hours worked. The university has opted to calculate this sick leave coverage at roughly .034 hours accrued per hour worked, instead of having 1 full hour accrued only after 30 hours have been worked. Students who accrued sick leave as an employee are not eligible for cash/gift payout upon separation. Students can see their accrued sick leave in the campus' Workforce Management Software (i.e., Time & Labor, formerly My Leave).

Overpayment

The collection of unearned wages paid in error to an employee is required by State Fiscal Rules, Chapter 9: Payroll, Rule 9-5, effective July 1, 2024. For more information, please visit the [Fiscal Rules website](#). Whenever an overpayment of wages has occurred, the employing department must complete the Notice of Overpayment Adjustment form. For this form as well as more detailed information on overpayments to university employees, please see the [Employee Services Procedure for Overpayment](#).

Jury Duty

In accordance with the Code of Colorado Regulations, student employees who are called to serve on jury duty are entitled to compensation. Students are paid their actual hourly rate for any normally scheduled work that occurs during the first three (3) days of jury duty served. Compensation for jury duty must be paid 100% out of departmental hourly funds even if they are FWS eligible.

If the student receives any jury pay from the court, they are not required to turn in hours to the University to receive regular pay. Students must notify their supervisor immediately that they must attend jury duty and should provide supervisors with documentation from the court indicating the dates that they served on jury duty. For more information regarding this policy, please [click here](#).

Student Employee Performance Management

Student employment should be viewed not only as a staffing resource, but also as a meaningful learning opportunity that supports student growth, career readiness, and professional development. Supervisors play a significant role as mentors and educators by helping student employees build transferable skills, develop confidence, and connect their work experiences to future academic and career goals. Effective supervision balances the operational needs of the department and university with intentional opportunities for learning, feedback, and skill development. Through regular coaching, communication, and mentorship, supervisors can create a supportive environment that encourages accountability, engagement, and continued growth.

Documentation

It is the responsibility of every supervisor to maintain thorough, accurate, and up-to-date documentation for each student employee. This includes an updated Job Description, clearly defined written expectations, and

ongoing notes from 1:1 meetings, staff meetings, and other performance-related conversations. All documentation should be transparent and accessible to the student employee, so expectations, feedback, and growth opportunities are clearly understood. At the same time, records must be stored securely and handled in accordance with institutional privacy and recordkeeping practices ([FERPA](#)). This foundational level of documentation supports consistency, accountability, and fairness while also creating a framework for regular professional development conversations, coaching, recognition, and performance improvement throughout the student's employment experience.

Performance Evaluations

Performance evaluations and goal setting should occur at least annually (academic year) for all student employees, though best practice encourages these conversations to take place on an ongoing basis throughout the employment experience. Regular 1:1 meetings (bi-weekly or monthly) provide valuable opportunities for supervisors and student employees to give and receive feedback, reflect on progress toward goals, recognize accomplishments, and identify areas for continued growth and development. Performance evaluation documentation lives within each School/College/Unit to ensure a consistent record that can guide future coaching, accountability, and employment decisions for student employees.

CU Denver Human Resources has created and provided an optional [Performance Management Tool](#) that can assist departments with performance evaluations and goal tracking. The Student Employment Office also offers a variety of approaches and resources to support meaningful evaluation practices, including the [NACE Career Readiness Competency Assessment Tool](#), which can be tailored to fit any department and guide conversations around career readiness, skill development, and professional growth. Please contact the Student Employment Program Manager daniel.j.young@ucdenver.edu or HR Employee Relations Consultant reba.yount@ucdenver.edu for more information or questions regarding performance management.

Student employees may also be eligible for promotion based on performance, demonstrated growth, and the level of responsibility associated with their role. Departments have the flexibility to update position classifications and adjust wages accordingly as responsibilities evolve. For example, as a student employee continues to excel and takes on additional duties, it may be appropriate to promote them from a Student Assistant I to a Student Assistant II position while also increasing their hourly wage. Departments should consult with their Human Resources Business Partner (HRBP) for guidance on updating job codes and compensation. Supervisors are also encouraged to work closely with the student employee and Financial Aid Office to understand how changes in wages or employment classification may impact a student's Work-Study award package or overall financial aid eligibility.

Performance Improvement Plan (PIP)

When performance-related concerns arise, supervisors are encouraged to address issues early through clear communication, coaching, and documented feedback. If performance concerns persist despite these efforts, a student employee may be placed on a Performance Improvement Plan (PIP) to outline expectations, areas for improvement, timelines, and available support resources. Departments should contact the Student Employment Office (daniel.j.young@ucdenver.edu) to obtain a copy of the PIP resource and guidance on implementing the process appropriately and consistently.

Termination

As stated above, students are “at-will” employees; this means the hiring department can terminate a student at any time. Student employees may also be terminated for performance-related or disciplinary reasons, such as:

- Lack of satisfactory work performance or attendance
- Falsifications of timesheet/misreporting of hours worked
- Releasing of restricted information
- Theft or vandalism
- Unauthorized or fraudulent use of equipment and/or property
- Violation of University policies and procedures
- Failure to self-disclose post-employment criminal convictions or felony charges
- Violation of university Drug and Alcohol policies

If your department discovers the reporting of fraudulent information by a student employee, it is recommended that you submit a report through [Internal Audit](#). If the student has a Work-Study award, you should forward their name to Student Employment. You can also contact the [Office of Student Conduct & Community Standards](#) and/or the [Auraria Campus Police Department](#), who may each do their own investigations. In addition, a student employee may be terminated for reasons of budget constraints, (non) completion of project, lack of work, and other such valid reasons unrelated to job performance. It is recommended, if possible, that reasonable (approximately two weeks) notice be given in advance of a student’s last working day.

Before terminating a student, CU Denver Human Resources and the Student Employment Office require:

- **Counseling:** The student should be informed of the unsatisfactory performance or behavior and given an opportunity to correct it. You should be specific about what you expect from the student. If the student thinks they need more training, arrange a training schedule.
- **Documentation:** Keep a record of all attempts to talk to or contact the student, and specifically what you have asked the student to do, to correct the unsatisfactory performance/behavior.
- **Consultation:** Before proceeding with the termination of a student employee, it is important to consult with department leadership, the department's HR Business Partner, and the Student Employment Office. These stakeholders can help ensure the decision is appropriate, consistent with university policies, properly documented, and handled in a fair and compliant manner. Engaging them early provides guidance on performance concerns, corrective actions taken, separation procedures, and any potential risks, helping to ensure a smooth and professional termination process.

After two weeks, evaluate the student again, and document the results. If the student's performance continues to be unsatisfactory after counseling and a reasonable opportunity to improve, the student may be terminated. When possible, departments should provide a two-week written notice prior to terminating a student with cause, except in cases of flagrant, willful violation of University or agency rules, or in cases where the student has been told in counseling attempts that the next occurrence of a behavior will result in termination.

Any student employee who is terminated for cause or ineligibility must be provided with a Termination Letter via their CU Denver email. The letter must come from their direct supervisor and be signed by the Appointing Authority of the School/College/Unit. The following staff members should always be made aware of a student employee termination, which can be accomplished via CC on the email correspondence.

- HR Business Partner (varies by School/College/Unit)
- Danny Young, Student Employment Program Manager | daniel.j.young@ucdenver.edu
- Reba Yount, Employee Relations Consultant | reba.yount@ucdenver.edu
- Kenny Nelson, Associate Vice Chancellor of Human Resources | kenny.nelson@ucdenver.edu
- Chris Puckett, Managing Associate Counsel | Chris.Puckett@ucdenver.edu

Contact CU Denver Central HR at workplaceengagement@ucdenver.edu or CU Anschutz Employee Relations at erp.communications@cuanschutz.edu for assistance or questions regarding student employee termination.

Check-Out Notification

Employers must immediately inform Employee Services of the student employee termination. Please make sure that the student has filled out their final timesheet, including signature, for the hours worked during the pay period at the time of termination. Each student who is terminated, for resignation or other reason, must have a [Check-Out Notification](#) filled out if the student is no longer attending or employed by the university. Please check with the student before submitting the form to ensure that they are not employed in another department or still enrolled in courses.

Student employees cannot be utilized as personal assistants and should complete duties as described within their job description. If a student employee feels as though they were terminated unjustly, treated unprofessionally, or discriminated against by an employer, they may contact the Student Employment Program Manager daniel.j.young@ucdenver.edu or CU Denver Ombuds lisa.g.nelson@ucdenver.edu to discuss the issue and their rights as student employees. Please contact the [Office of Equity](#) for concerns of discrimination or harassment: 303.315.2567 | equity@ucdenver.edu

Student Retirement Policy

Federal law requires Undergraduate student employees to be enrolled in a minimum of six (6) credit hours, and Graduate student employees a minimum of three (3) credit hours, for the term in which they are employed to be exempt from the Colorado Student Retirement Plan. To comply with the Revenue Reconciliation Act of 1990, the following students are REQUIRED to enroll in the Student Retirement Plan, The Teachers Insurance and Annuity Association of America College ([TIAA](#)).

Undergraduate Student Employees

- Academic Year: Students enrolled in less than six (6) credits for the academic year (Fall & Spring) will be subject to student retirement.
- Summer: Students enrolled in less than six (6) credits for the summer (total credit hours of all summer terms), will be subject to student retirement.
- Student employees whose normal work schedules are 40 or more hours per week

(across all jobs with the University) will be subject to student retirement, regardless of the number of credits in which they are enrolled.

Graduate and Professional Student Employees

- Academic Year: Students enrolled in less than three (3) credit hours for the academic year (Fall & Spring) will be subject to student retirement.
- Summer: Students enrolled in less than three (3) credits for the summer (total credit hours of all summer terms), will be subject to student retirement.
- Student employees whose normal work schedules are 40 or more hours per week (across all jobs with the University) will be subject to student retirement, regardless of the number of credits in which they are enrolled.

Exemptions

- If the Graduate student employee is in the last academic term of a course of study and is enrolled in the number of credit hours needed to complete the degree requirements, the student will qualify for exemption from the Student Retirement Plan for that academic term, even if the student employee is enrolled in less than the number of hours stated above.
- Dissertation or thesis - a Graduate student employee who has completed all the academic classes required for the advanced degree, and whose remaining enrollment consists of the dissertation or thesis, will be considered as a Graduate student with half-time status for purposes of the Student Retirement Plan.

All student employees who are enrolled in high school, trade school, or any school other than the University of Colorado, are subject to the Student Retirement Plan.

To find additional information regarding the University of Colorado Student Employee Retirement Plan Policy, please [click here](#). To find additional information regarding Social Security Administration (SSA) publications, including information about exceptions to each provision above, please visit the [SSA website](#).

Student Unemployment Eligibility

Employment eligibility requirements differ by state, and as such, student unemployment eligibility also varies. There are specific eligibility requirements and application procedures that must be followed to get [Colorado unemployment benefits](#). Unemployment benefits are temporary partial income replacement. Because the benefits are not long term, it will benefit you to look for new work and have a plan to support yourself. Colorado State Eligibility Requirements include the following items:

- Are (or were) a traditional employee whose employer takes taxes out of your paychecks and reports your income on a W-2 tax form.
- Earned at least \$2,500 in wages in Colorado during a 12-month period, called the "base period."
- If you worked outside of Colorado during those periods, you would need to file a claim in the state you worked in.
- Are currently unemployed or are working fewer than 32 hours a week and earning less than the weekly amount that unemployment benefits pay.
- Can work and be available to work.

If you are concerned or have questions about your eligibility for unemployment, please reach out to the Employee Relations office at WorkplaceEngagement@ucdenver.edu

Required Student Employment Trainings & Policies

Student Employee Rights & Responsibilities

Student employees handle reviewing all the Employment Policy and Student Employee Information and Policy sections of this handbook. If a student employee does not understand or has questions regarding any portion of these sections, please ask your supervisor or contact the Student Employment Program Manager at daniel.j.young@ucdenver.edu or call 303-315-0212.

It is the sole responsibility of ALL STUDENT EMPLOYEES to immediately inform their supervisor of any changes which may affect their student employment eligibility. Students must provide a copy of their class schedule to their supervisor before the start of each semester, demonstrating enrollment eligibility. Neglecting these responsibilities by any student employee may be considered grounds for termination. It is also the sole responsibility of every student employee to:

- Notify their supervisor, their HRBP, and Employee Services, of any personal information changes (i.e., name changes, address changes, etc.)
- Notify Employee Services of any changes to direct deposit information and update direct deposit information on the portal in a timely manner.
- Notify their supervisor and University Risk Management of any [work-related injury](#) within 10 days of an accident (See Workers Compensation Section).
- Notify and report to their supervisor and the Office of Equity any incidences of sexual misconduct.

Family Educational Rights and Privacy Act (FERPA)

[FERPA](#) is a federal law designed to protect the privacy of educational records, to establish the right of students to inspect and review their education records, and to provide guidelines for the protection of inaccurate and misleading data through informal and formal hearings. Student employees are protected by FERPA guidelines. Keep issues regarding a student employee private, just as you would for permanent employees. To find additional information regarding FERPA guidelines, please visit the [Office of the Registrar's website](#).

Student employees who handle educational records are required to complete the university [FERPA for Higher Education](#) training available in Percipio. Ensuring the privacy of student education records is an important priority for every educational institution. The Family Educational Rights and Privacy Act (FERPA) outlines the rights of students and their families with respect to the confidentiality of, and access to education records kept by institutions. This course will provide employees of postsecondary educational institutions with awareness-level training on their responsibilities and obligations under FERPA.

FAMLI Leave

Based on Colorado Law, Student employees pay into and may be eligible for FAMLI wage replacement insurance for qualifying events that meet the criteria for FAMLI leave.

- FAMLI leave can be used by all employees who reside in Colorado, including student employees.
- Employees are eligible for CU FAMLI payments on day one of employment. Employees receive job protection through CU FAMLI after 180 days of employment.
- Employees are allowed 12 weeks of partial wage replacement through CU FAMLI per 12-month period.
- Employees may be eligible for [CU FAMLI benefits](#) for several reasons, which include:
 - caring for a child as the result of birth, adoption, or foster care placement.
 - caring for a family member with a serious health condition.
 - caring for your own serious health condition.
 - managing a family member's military deployment.
 - to obtain safe housing, care, or legal assistance in response to intimate partner violence, stalking, sexual assault, or sexual abuse.

Student employees who qualify for FAMLI leave and would like to enroll should work with their HR Business Partner or Employee Services for additional information: 303-860-4353 | leave@cu.edu

Health Insurance Portability and Account Act (HIPAA)

The [HIPAA Privacy Rule](#) regulates the use and disclosure of individually identifiable health information and gives individuals the right to determine and restrict access to their health information. The HIPAA Security Rule requires that reasonable and appropriate technical, physical, and administrative safeguards be taken with electronic individually identifiable health information. Specifically, ensuring the confidentiality, integrity, and availability of all electronic protected health information created, received, maintained, or transmitted. To find additional information regarding HIPAA guidelines, please [click here](#).

Some student employees may be required to complete the [CU: HIPAA Regulations](#) training available in Percipio. Workforce members in designated units are expected to complete this course to familiarize themselves with HIPAA's core principles and their application in daily activities. Completion is required on an annual basis, once per fiscal year.

Non-Discrimination Statement

The University will provide reasonable accommodations to applicants with disabilities throughout the employment application process. To request an accommodation pursuant to the Americans with Disabilities Act, please contact Human Resources at workplaceengagement@ucdenver.edu

The University of Colorado Denver is committed to recruiting, retaining, and promoting diverse faculty and staff. The university strives to promote a culture of inclusiveness, respect, communication, and understanding. We encourage applications inclusive of race, color, national origin, sex, age, disability, creed, religion, veteran status, marital status, political affiliation, political philosophy, pregnancy or related

conditions, sexual orientation, gender identity, and gender expression. The University of Colorado is committed to diversity and equity in education and employment. For more information, please see the University's Administrative Policy Statement [here](#).

Sexual Misconduct Policy

The University of Colorado Denver Campus is committed to fostering a positive learning, working, and living environment. The University will not tolerate acts of sexual misconduct or related retaliation against or by any employee or student in its educational programs and activities. For more information, please see the "Sexual Misconduct, Intimate Partner Violence, and Stalking" Policy in its entirety [here](#).

If you need to report sexual harassment or other forms of sexual misconduct, or if you have any questions regarding sexual harassment or the Sexual Misconduct policy, please contact the [Office of Equity](#) or call 303-315-2567.

An additional campus resource is [The Phoenix Center at Auraria \(PCA\)](#). The PCA is a confidential and free service. The PCA serves students, faculty, and staff of all three institutions, who have experienced or know someone experiencing any form of interpersonal violence (e.g., relationship violence, sexual violence, family violence, stalking, harassment, human trafficking, etc.) As an advocacy service, their focus and priority are always on survivors and survivor needs. This can look like exploring options/assisting with academic support, basic needs (i.e., housing, food, etc.), emotional support, mental health needs, legal concerns, criminal/title ix reporting, court accompaniment, and various referrals among other things. As an agency, their priority is giving clients information, autonomy, and choice. The PCA also provides campus education and training, awareness raising events, and campus policy guidance.

Obligation to Report

To take appropriate corrective action, the University must be aware of sexual misconduct or related retaliation. Therefore, anyone who believes that s/he has experienced or witnessed sexual misconduct or related retaliation should promptly report such behavior to the Office of Equity or any supervisor. Any supervisor who experiences, witnesses, or receives a written or oral report or complaint of sexual misconduct or related retaliation shall promptly report it to the [Office of Equity](#). All student employees are required to complete the [CU: Nondiscrimination, Sexual Misconduct, and Reporting](#) training available in Percipio.

Retaliatory Acts

It is a violation of University policy to engage in retaliatory acts against any employee or student who reports an incident of alleged sexual misconduct, or any employee or student who testifies, assists, or participates in a proceeding, investigation or hearing relating to such allegations of sexual misconduct.

Students and employees who believe they have been retaliated against because of testifying, assisting, or participating in a proceeding, investigation, or hearing relating to an allegation of sexual misconduct, should meet with and seek the advice of [Office of Equity](#) whose responsibilities include handling retaliation.

Drug and Alcohol Information

The University of Colorado Denver Campus complies with the federal Drug Free Schools and Communities Act. The University of Colorado Denver Campus does not allow the unlawful manufacture, dispensation, possession, use, or distribution of a controlled substance (illicit drugs and alcohol) of any kind and of any amount. These prohibitions cover any individual's actions which are part of University activities, including those occurring while on University property or in the conduct of University business away from the campus.

It is a violation of University policy for any member of the faculty, staff, or student body to jeopardize the operation or interests of the University of Colorado with the use of alcohol or drugs. Sanctions that will be imposed by the University of Colorado for employees who are found to be in violation of this policy may include expulsion and/or termination of employment. Compliance with this policy is the standard of employment for all employees.

Drug and Alcohol Counseling, Treatment, and/or Rehabilitation Resources

[Auraria Recovery Community](#) | 303-615-9999 | [Contact Us](#)

955 Lawrence Way Plaza Building, Suite 150 Denver, CO 80204

[Student and Community Counseling Center](#) | 303 -556-4372 | [Request an Appointment](#)

Tivoli Student Union, 900 Auraria Parkway #454 Denver, CO 80204

[CU Denver Health Promotion and Engagement](#) | 303-315-9355 | Diandra.Walker@ucdenver.edu

Lola & Rob Salazar Student Wellness Center, 1355 12th Street Denver, CO 80204

[Colorado State Employee Assistance Program](#) | 303-866-4314 | [Schedule an Appointment](#)

Work Related Injury/Workers' Compensation

All work-related injuries must be reported to [University Risk Management](#) (URM) within 10 days of the accident, pursuant to section 8-43-102 (1) and (1.5), CRS. Students working off-campus MUST report any incidents to the Student Employment Office at studentemployment@ucdenver.edu within 1 day of the accident, at which time it will be forwarded to the appropriate authorities.

This policy statement describes the Workers' Compensation coverage available to student employees of the University of Colorado. A student who is solely attending classes, and not working for the University, is not considered an employee and is ineligible for workers' compensation benefits.

To be covered by Workers' Compensation (WC) the student must be considered an employee or "be involved in a bona fide* cooperative education or student internship program sponsored by an educational institution for the purpose of providing on-the-job training for students." Section 8-40- 302(7) (a), C.R.S.

After-Injury Process

- Employees are injured, onsite, while on work time.
- Employee reports injury immediately to their supervisor.
 - If an emergency, an employee is taken by ambulance to the hospital.

- If not an emergency, employees are taken or take themselves to the [Designated Medical Provider](#) (“DMP”) of their choice.
- DMP treats employees.
 - Follow up care must be through the DMP.
- DMP determines if an employee can return to work without restrictions, return to work with restrictions, or must remain off work.
- DMP gives paperwork to employees to give to supervisors.
- The supervisor reviews paperwork and determines if modified duty is available.
- Supervisor or employee completes [University Workers’ Compensation Claim](#) paperwork online.
- Claim is assigned to a claims adjuster from University Risk Management (URM).
- URM sends claim information packet to the employee.
- Any specific questions about the claim should be directed to the claims adjuster.

Employee Responsibilities in Case of Injury

- Report injury immediately to your supervisor.
- Complete paperwork ([online injury report](#)).
- Select the DMP you choose for treatment and make an appointment or walk in if available.
- Follow instructions from DMP – medications, restrictions, treatment, etc.
- Attend all medical appointments.
- Ask questions.

Supervisor Responsibilities in Case of Injury

- Remind employees and direct reports to report injuries immediately via the [URM website](#).
- Monitor to be certain the injury is reported.
- Keep track of time off work. Call URM or your HRBP with questions.
- Communicate with the employees, managers, your department's HR, URM, etc. as needed.
- Comply with restrictions as written by the DMP.
- Identify if there are duties the employee can perform within restrictions.
- Report any safety violations or other concerns to URM.

University Risk Management (URM) Responsibilities in Case of Injury

- Provide basic information and education.
- Handle the claim and explain things to the employee.

Please visit the [University Risk Management \(URM\) website](#) to find additional information and forms regarding workers’ compensation.