

Student Employee Handbook



Auraria Higher Education Center
Office of Human Resources

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Introduction

Quality student employees are essential to the efficient delivery of services of the Auraria Higher Education Center. As such, our goal as it relates to student employment is to make hiring and retaining student staff a streamlined and effective process. This guide is intended to take away the guesswork and subjectivity as it relates to student positions. This standardized process will allow our agency to more effectively manage our nearly 420 student employees.

Auraria Higher Education Center Mission Statement

The Auraria Enterprise is committed to providing an effective, comprehensive and supportive environment which facilitates the missions of Community College of Denver, Metropolitan State University of Denver and the University of Colorado Denver.

Auraria Higher Education Center Vision Statement

We provide the quality environment that supports quality education.

Auraria Higher Education Center Values Statement

The purpose of the Auraria Enterprise is to support Community College of Denver, Metropolitan State University of Denver and the University of Colorado Denver and to facilitate the achievement of their goals and objectives.

The Auraria Enterprise team is committed to the long-term success and welfare of this organization. We strive to provide a safe and open environment for all employees and commit to the following in our daily activities:

Respect

Courtesy

Honesty

Trust

Consistency

Service

We commit to living these values by:

Actively listening to others,

Being open to change,

Involving others in problem solving,

Communicating clear instructions and expectations,

and

Accepting responsibility for our actions

Types of Student Hourly Employees

AHEC Student Employees

An AHEC Student Employee is an hourly employee enrolled and regularly attending classes at one of the three institutions on the Auraria Campus; University of Colorado Denver, Metropolitan State University of Denver, or Community College of Denver. AHEC student hourly employees are required to be enrolled in a minimum of six (6) credit hours while attending one of the three Auraria institutions. As long as a student employee fulfills these requirements they will maintain their student employment status which means that they are exempt from paying into the Student Supplemental Retirement Plan (TIAA CREF) and Medicare. As a state agency, governed under the State of Colorado, AHEC does not participate in the Social Security Retirement Plan, therefore, student hourly employees are subject to enroll in TIAA CREF and Medicare. AHEC Student Employees may take off or be enrolled in less than six (6) credit hours during the **SUMMER SEMESTER ONLY**. However, during the summer semester if the student is not enrolled and or enrolled in less than six credit hours they are subject to paying into the aforementioned TIAA CREF and Medicare. A Student Employment Verification Form, along with a current class schedule, must be submitted to the Human Resources office each semester they are employed to verify the student's ability to maintain their student employment status.

If a student does not meet these requirements they are no longer eligible to be classified as an AHEC Student Employee and must fall into another Student Hourly Employee category in order to continue student employment with AHEC.

AHEC Graduate Studies Student Employees

An AHEC Graduate Studies Student Employee is a student that is enrolled in a graduate level (Master's or Doctorate) degree program with one of the institutions on Auraria Campus; University of Colorado Denver or Metropolitan State University of Denver. A Graduate Student Employee must be enrolled in a sufficient number of credit hours to be considered a full-time student within their respective graduate program. As long as the student employee fulfills these requirements they will maintain their student employment status which means that they are exempt from paying into the Student Supplemental Retirement Plan (TIAA CREF) and Medicare. AHEC Graduate Student Employees may take off or be enrolled part-time during the **SUMMER SEMESTER ONLY**. However, during the summer semester if the student is not enrolled and or enrolled in less than six credit hours they are subject to paying into TIAA CREF and Medicare. A Student Employment Verification Form, along with a current class schedule, must be submitted to the Human Resources office each semester they are employed to verify the student's ability to maintain their student employment status.

Once a student does not fulfill these requirements they are no longer eligible to be classified as an AHEC Graduate Student Employee and must fall into another Student Hourly Employee category in order to continue student employment with AHEC.

Foreign/International Student Employees

An International Student Employee is a student that has entered the United States on a non-immigrant visa (F-1 or J-1, M-1) to attend a university, college, high school or other academic institutions, including a language training program. As means of financial support, a foreign/international student is allowed to participate in on-campus employment. On-campus employment is designated as work done on the school's premises; this would include work in any AHEC department such as the Bookstore, Parking, Early Learning Center, Facilities Services, etc. In order to be employed, foreign/ international students must be enrolled in a *minimum* of six (6) credit hours *AND* attend one of the three institutions on the Auraria Campus; Community College of Denver, Metropolitan State University of Denver, or University of Colorado Denver. **As a limitation of their non-immigrant visa status, an Foreign/ International Student Employee is only permitted to work up to 20 hours a week while classes are in session and up to, but no more than, 28 hours per week during official Auraria Campus breaks.**

Each semester an International student is employed with AHEC, a Student Employment Verification Form along with a current class schedule must be submitted to the Human Resources office to verify the student's ability to maintain their student employment status. Foreign/ International Student Employees may take off or be enrolled in less than six (6) credit hours during the **SUMMER SEMESTER ONLY** and remain in compliance with student employment standards. Foreign/ International students are exempt from paying into the Student Supplemental Retirement Plan (TIAA CREF), however may be subject to some tax exemption; please contact Payroll for questions regarding taxes at 303-556-2334. If the foreign/international student doesn't meet or maintain any of these requirements, they are not eligible for on-campus employment.

Graduating Student Employees

A Graduating Student Employee can be an AHEC Student Employee, Non-AHEC Student Employee or an foreign/International Student who will be graduating in the current semester and is enrolled in fewer than six (6) credit hours. The graduating student employee will need to provide a letter from their advisor or counselor indicating that they will be graduating in the current semester upon completion of their credit hours. The letter from the student's advisor or counselor indicating that they are graduating must be accompanied by a Student Employment Verification Form, along with a current class schedule; this will be submitted to the Human Resources office to verify the student's ability to maintain their student employment status. This will also verify the student's eligibility to be exempt from paying into the Student Supplemental Retirement Plan (TIAA-CREF) and Medicare, only if they are attending one of the three institutions of the Auraria Campus. Otherwise, the letter, Student Employment Verification Form and current class schedule will be used to verify all other graduating student's eligibility to continue working for AHEC while completing their final credits.

Upon graduation, with **the exception of foreign/international students**, and if a department has a business need to continue the employment of a Student Hourly Employee they may do so in the following way. The department may transfer the employee into a nine (9) month State Temporary Aide position **immediately after their graduation**, during which time the employee would pay into the Colorado Public Employee Retirement Association (PERA) and Medicare. **Please note:** *The supervisor must complete all of the appropriate paperwork and receive all of the appropriate approvals*

*immediately after the student graduates in order to create and fill a State Temporary Aide position. It is **ONLY upon graduation** that a Student Hourly Employee may transfer into a State Temporary Aide position. **Contact the Human Resources Department with any questions regarding this process and for Graduating International Student Employees.***

If a student does not fulfill these requirements, they are no longer eligible to be classified as a Graduating Student Employee and must fall into another Student Hourly Employee category in order to continue student employment with AHEC.

Non-AHEC Student Employees

A Non-AHEC Student Employee is a student hourly employee that does not attend one of the three institutions on the Auraria Campus, and does meet our minimum credit hour requirement of six (6) credit hours or attends high school at least 12 hours a week. This type of employee will meet our student employment status but is required to pay into the Student Supplemental Retirement Plan (TIAA CREF) and Medicare. Non-AHEC Student Employees may take off or be enrolled in less than six (6) credit hours during the **SUMMER SEMESTER ONLY**. Each semester a Non- Auraria student that is employed with AHEC, a Student Employment Verification Form along with a current class schedule must be submitted to the Human Resources office to verify the student's ability to maintain their student employment status. If a student does not fulfill these requirements, they are no longer eligible to be classified a Non-AHEC Student Employee and will be subject to termination of employment.

Work Hours

Student hourly employees are eligible to work up to 28 hours per week (total hours, regardless of the number of positions the student may hold). Foreign/International students, in accordance with the Department of Homeland Security regulations, may not work more than 20 hours per week (total hours, regardless of the number of positions the student may hold) while classes are in session. During the Summer, *if they are not enrolled in classes*, and when the three institutions are on an official break and no classes are in session, international students may work on campus in a student hourly position up to, but not more than, 28 hours a week. Additional employment for foreign/international students is prohibited [8 CFR 214.2 (f)(9)(i) and at 22 CFR 62.23 (g)(2)(iii)].

Students are expected to work the agreed-upon hours, be punctual, and satisfy all reasonable requirements of the employer with regard to performance and behavior standards of the job. The student should notify the employer in advance if unable to work any given day. It is recommended that this expectation be clearly communicated to the student at the interview and upon hiring, in the form of clear instructions about who to notify and how (phone, email). It is the responsibility of the employer to work with the student to come up with a reasonable schedule that meets the employer's needs along with the student's class schedule. There will be times during the semester (e.g. midterms and finals) where student's schedules may need to be adjusted. Planning ahead of time will help reduce the inconvenience to the employer. *Scheduled work hours must not conflict with the students scheduled classes or academic progress.*

Responsibilities: (All Student Employees)

When a student accepts a job they become a member of a department that depends on them. Please remember that the employees' peers and supervisors rely on their attendance and punctuality. If they believe that they are unable to perform the duties that are expected of them, they need to speak with their supervisor in order to come to an agreement on their schedule and duties.

As part of the Student Employment program students are also expected to:

- Develop a work schedule that does not conflict with the student's classes or studies.
- Communicate with their supervisor if they need time off or plan to be late to work.
- Understand that their supervisor and peers rely on them to work your scheduled hours.
- Act in a professional manner and treat their co-workers with respect.
- Represent the agency in a professional manner when associating with the public.
- Abide by the AHEC Temporary/Student Employee Policies. Violations of these policies while they are working at the AHEC are subject to disciplinary actions, up to and including termination.
- Dress appropriately for their job and abide by any dress code developed by their department.
- Conduct personal business during breaks or on their own time, not during working hours.
- Abide by the AHEC break policies (they must take an unpaid lunch break of at least a half an hour if they are working a shift of 5.5 consecutive hours or more. Breaks are not to be used to report late or to leave early. Refusal to abide by this policy may lead to termination).
- Give a supervisor at least two weeks' notice, if possible, when terminating employment.
- Do not work over a maximum of 28 hours a week* while classes are in session. **(20 hours a week for International Students)*
- Know the deadlines for paperwork submission and the time entry windows for each pay period.
- Make sure that the information on their paperwork is correct.
- All AHEC employees must submit a Name/ Address Change Form to Human Resources if they move or change their name. This is to ensure that all W-2's and other important documents will be sent to the employee's correct address.

AHEC Student Employee Policies

Smoking Policy

In accordance with the Governor's Executive Order established January 1, 1991, AHEC prohibits smoking in all campus buildings. Willful violation of this order may subject an employee to corrective and/or disciplinary action. Smoking is also prohibited in all campus vehicles and carts.

Equal Employment Opportunity

It is the policy of AHEC not to discriminate against any employee or applicant on the basis of race, national origin, gender, sexual preference, age, religion, or disability. This policy extends to all terms and conditions of employment. AHEC is firmly committed to a working environment free from discrimination of any kind. Discrimination violates both AHEC Policy and Title VII of the Civil Rights Act. It is neither permitted nor condoned.

Sexual Harassment

Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when one or more of the following conditions are met: a) Submission to such conduct is an explicit or implicit condition of employment; b) Submission to or rejection of such conduct is used as the basis for employment decisions; or such conduct has the purpose or effect of (i) unreasonably interfering with an individual's work performance, or (ii) creating an intimidating, hostile or offensive work environment.

Limited English

Discrimination against persons with limited English proficiency is prohibited. No state agency, authority or employee shall deny or deprive any person of any benefit, privilege or right on the basis of a person's limited English proficiency or the person's language minority background.

AIDS

Executive Order 104-89, states in part, that persons infected with the AIDS virus or perceived to be at risk for the infection are protected in all employment practices. No human rights violations against people infected with the AIDS virus shall be tolerated. Persons diagnosed with HIV infection shall not be discriminated against or be subject to any form of harassment within the workplace. Further, strictest principles of confidentiality will be maintained in management of personal medical information. AHEC prohibits any retaliatory action against an employee for opposing a practice which he/she believes to be discriminatory. AHEC's Equal Employment Officer is the designated person to receive complaints in this area.

Nepotism Policy

It is the policy of the AHEC that no AHEC employee shall make or participate in the making of personnel decisions or recommendations related to employment conditions which affect a member of their own immediate family or any individual with whom one has a close personal or consensual relationship. This policy applies to all employees (e.g., classified, non-classified [exempt], temporary, and student). If any

questions arise, the Human Resources Department should be consulted to ensure consistency with the spirit and intent of this policy.

Workplace Violence Policy

Violent behavior or threats of violent behavior directed at a co-worker, supervisor, subordinate, client or any other employee, state property or public facilities will not be tolerated. Violent behavior is defined as any threat or act of verbal, psychological or physical aggression, or the destruction or abuse of property by any individual. Threats can include veiled, conditional or direct verbal or written threats intended to harass, endanger or harm the safety of another. Employees who believe they have been subjected to observed behavior prohibited by this policy should notify their supervisor or another appropriate authority immediately. The person notified will investigate and take action when deemed necessary.

Drug-Free Workplace Policy

The unlawful manufacture, distribution, dispensation, possession or use of controlled substances, alcohol, or other drugs in the workplace or a state-owned vehicle by employees of the Auraria Higher Education Center (AHEC) is prohibited. The term "controlled substance" means any drug listed in 21U.S.C.812 and other federal regulations. Generally these are drugs which have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP and "crack". They also include "legal drugs" which are not prescribed by a licensed physician. The term "Alcohol or Alcoholic Beverage" means beer, wine, and all forms of distilled liquor containing ethyl alcohol. The term "Drug" means any substance (other than alcohol) that has known mind or function altering effects on a person. These include, but are not limited to, substances prohibited or controlled by Colorado and federal laws. Any employee who violates the provisions of this policy statement shall be subject to appropriate disciplinary action which may include termination, and referral to their respective institution's student conduct offices. Appropriate action will be determined on a case-by-case basis.

Worker's Compensation Designated Provider

All AHEC employees are to be notified of the procedure to follow in the event that they incur a work-related injury or illness. The Auraria Higher Education Center has designated Health One Medical Center and Midtown Occupational Health Services as the providers for all work-related injuries and illnesses. If employees do not receive medical care for work-related and illnesses from the designated provider, they will be financially responsible for that care. Employees are to be informed that written or verbal authorization is required from their employer before they access medical care for non-emergency, work-related injuries and illnesses.

Background Investigations

In accordance with C. R. S. 24-5-101, the Auraria Higher Education Center (AHEC) will not deny employment opportunities to applicants based solely on the fact that he/she has been convicted of a felony or other offense involving moral turpitude. Notwithstanding, AHEC has a responsibility to protect the health, safety and welfare of its employees and others who have academic, employment, entertainment or other responsibilities on the Auraria campus. In order to ensure that an appropriate

balance is maintained between granting employment opportunities to convicted felons and protecting the health, safety and welfare of people and property on the Auraria campus, the following measures and guidelines shall be implemented and considered by AHEC when considering the qualifications of applicants who apply for employment with AHEC.

- Background checks will be conducted on all students, temporary applicants, and on all finalists for classified and non-classified employment positions at AHEC.
- AHEC Human Resource department (HR) shall be solely responsible for conducting background checks, except that the Early Learning Center and the Auraria Police Department shall be responsible for conducting enhanced background checks on applicants for positions within their own department.
- If a background check reveals that a person has been convicted of, or plead guilty or nolo contendere to, a felony or other offense involving moral turpitude or has failed to fully disclose a conviction or deferred adjudication, AHEC's HR department and the appropriate Unit Assistant Vice President will consider the responsibilities of the position and the health, safety and welfare of the agency in determining the qualifications of an applicant for employment.
- Any information related to the criminal record of an applicant shall be kept confidential by HR and the Assistant Vice President, and shall only be released upon specific authorization by the applicant or AHEC's Executive Vice President for Administration.

Timesheets & Time Entry

Student employees are paid on a bi-weekly basis. Timesheets are legal documents and must be retained by our agency for five years. Hours recorded on the timesheets are generated in Attendance Enterprise by the employees' usage of a time clock, in most cases, and must reflect actual hours worked within a specific pay period. Falsification violates Agency policies, and State and Federal law. Student employees who falsify their punches will be subject to disciplinary action up to and including termination. All completed timesheets are due to supervisors before time entry.

a) A supervisor must sign all of your timesheets. It attests to their knowledge that the information reported is a true reflection of your attendance.

b) AHEC takes timesheet fraud very seriously. Changing, altering, or revising a timesheet without a manager's knowledge is a violation of AHEC and State policies. Also, reporting hours worked when you are not actually conducting agency or State business is also a violation. These situations are all subject to disciplinary action up to and including termination.

c) Supervisors who know, or have reason to know, that an employee is committing fraud, may also be subject to disciplinary action. All employees who review timesheets or enter them in the Attendance Enterprise system for payment must remember to check them carefully. Their signature means they are verifying the accuracy of hours listed.

Paychecks

Direct Deposit

As a condition of employment it is required that employees enroll in direct deposit. To enroll or change your direct deposit, please fill out a direct deposit slip and attach a voided check, a letter, or a form from your bank indicating the routing and account number for your account. You must not attach a deposit slip to the direct deposit application form when submitting it to Payroll. Note: A voided check is required rather than a deposit slip because the deposit slip has a different routing number and will not deposit into your bank.

The next payday after this process is completed; your check will be direct deposited on payday in accordance with the bi-weekly payroll schedule.

Every two weeks on payday, Payroll will send the students' pay advices of the deposit to each department in accordance to the payroll schedule. Employees can pick up their pay advices on payday from their supervisor. *Please remember that if the campus is closed, you will have to wait until the campus reopens to pick up your pay advice.*

Employees should regularly review the information printed on the earnings advice, particularly when expecting a change in wages, changes to deductions, and any direct deposit changes. If they note errors, students should speak with their employers. If students change banks at any time during their employment, they must update Payroll with a new form and voided check. The new form automatically overrides the old information. The employees should leave their old accounts open until after their first wage payments have been deposited into their new accounts. The direct deposit form can be found at: <http://www.ahec.edu/files/general/DirectDepositForm.pdf> and also at the Human Resources office at 1201 5th Street, Suite 370 Denver, CO 80217.

Taxes

Wages earned through the student hourly employment program are subject to both state and federal taxation. If students are claiming "Exempt" from taxes, students must renew their status each year. Failure to do so will cause you to have taxes withheld at the rate of "0 Single", which is the highest withholding rate. Deadlines for renewing exemptions are located on the top of the W-4 Form. Income from U.S. sources is taxable whether you receive it while a nonresident alien or a resident alien unless specifically exempt under the Internal Revenue Code or a tax treaty provision. Please contact payroll or the IRS for information of specific forms and procedures.

Other withholdings

Student Hourly Employees (excluding International Student Employees) who are taking less than 6 credit hours (less than full-time for Graduate Studies Students) or that does not attend one of the three institutions on the Auraria Campus will be required to enroll in the Student Supplemental Retirement Plan (TIAA-CREF). These students will also be required to pay into Medicare.

Student Supplemental Retirement Plan and TIAA- CREF information

As mandated by the Federal 1990 Omnibus Reconciliation Act, undergraduate student hourly employees who are taking fewer than six credit hours during the summer semester will automatically be required to enroll in Student Supplemental Retirement Plan administered by TIAA-CREF (Teachers Insurance and Annuity Association-College Retirement Equities Fund) and place 7.5% of their gross wages in TIAA- CREF's Supplemental Annuity (SRA). Graduate students that are not enrolled in a sufficient number of credits to be considered a full-time student within their respective graduate program during the summer semester are also automatically required to enroll in the Student Supplemental Retirement Plan and place 7.5% of their gross wage in the SRA. Their TIAA-CREF deductions will be placed into a student selected retirement account. AHEC makes no contributions on behalf of the student employee. Student employees working in the semester in which they will graduate are not held to the above minimum credit hour requirements and are exempt from the Student Supplemental Retirement Plan. Internal Revenue Service (IRS) policies reflect that when a student only needs one class to achieve a degree, withholding is not required.

Jury Duty

Student employees summoned to jury duty service must be paid for normally scheduled work hours while serving jury duty. In order to get paid for the time served during jury duty the employee must provide Payroll with their summons to verify time served. Please contact Payroll at 303-556-2334 for any further questions regarding processing procedures. Students who were not scheduled to work during jury duty may be compensated by the courts.

Benefits and Worker's Compensation

Student employees are not eligible for benefits. They are not paid for college breaks, holidays, sick days, campus closures, or vacations. However, student employees are covered by worker's compensation. Supervisors are required to advise their employees concerning on-the-job injuries and Worker's Compensation procedures. All work-related injuries must be reported to the Benefits Administrator in the Office of Human Resources within 24 hours after injury. Failure to report an injury within 72 hours may compromise eligibility for worker's compensation benefits. All work related injuries must be reported to risk management within 4 days of the accident pursuant to section 8-43-102 (1) and (1.5), CRS. Additional information about Worker's Compensation can be found at:

<http://www.sclphysicians.org/stapleton/>

https://www.ahec.edu/files/general/Web_Page_OccMed_Rehab_Directory_031615.pdf

<http://www.denverhealth.org/medical-services/center-for-occupational-safety-and-health>

Student Job Class Descriptions

“Employment must be governed by employment conditions, including pay, which is appropriate and reasonable according to the type of work performed, geographic region and employee proficiency.”

Therefore, job levels are defined in order to provide the supervisor with a systematic way to determine the relative worth of each job. Jobs are paid at different levels based on the duties and responsibilities assigned to the job, thereby preventing arbitrary pay rates. When developing your student job description base the information on the criteria and definition of each student hourly level as indicated.

Student Hourly Level I (\$9.30):

Position Class Description:

CRITERIA	DEFINITION
Scope of Job- Job Duties	Standardized tasks- One identifiable set of duties, with little to no variation, position used as a training level, to advance to a higher level student hourly position
Supervision Received & Exercised	Work under direct supervision (none supervisory level)
Skills & Training Required	No job-specific skills required; Training provided at hire
Prior Experience Required	None

Student Hourly Level II (\$9.55):

Position Class Description:

CRITERIA	DEFINITION
Scope of Job-Job Duties	Routine job tasks, require some knowledge to perform the duties and or specific tasks related to the job
Supervision Received & Exercised	Work under direct supervision – some decision making
Skills & Training Required	Job specific skills required-(ex. Advanced training, customer services)
Prior Experience Required	Requires some basic experience related to set duties and tasks

Student Hourly Level III (\$10.05):

Position Class Description:

CRITERIA	DEFINITION
Scope of Job-Job Duties	Job tasks are varied, independent, process and procedures, a development of new task assignments (a degree of experience will be required related to tasks and duties)
Supervision Received & Exercised	Less supervision, of details-work independently
Skills & Training Required	Detailed job-specific skills required-Decision making, interpersonal, and or some leadership skills
Prior Experience Required	3-4 months of previous experience, and or course work or training

Student Hourly Level IV (\$10.80):**Position Class Description:**

CRITERIA	DEFINITION
Scope of Job-Job Duties	Complex duties with a wide range of responsibilities, possess all the relevant knowledge , experience or skill to perform duties independently
Supervision Received & Exercised	Require minimal supervision-Instruction provided only for a new and unusual situations
Skills & Training Required	Advanced job-specific skills required; Must have ability to frequently exercise strong decision-making skills, leadership skills
Prior Experience Required	6 months of required experience, in a comparable position, and/or specific educational requirements

Student Hourly Level V (At AVP's Discretion):**Position Class Description:**

CRITERIA	DEFINITION
Scope of Job-Job Duties	Highly skilled professional position, generally utilized to fill vacancies or absences on a temporary basis. High level of decision making (ex. Hiring selections, schedule and approve work schedules) Appointment to this position level, as well as pay rate, at discretion and approval of AVP.
Supervision Received & Exercised	If applicable, provides functional supervision , oversees supervision of three or more subordinate student employees in absence of supervisor
Skills & Training Required	Mastery of job-specific skills required; Must have ability to frequently exercise strong decision-making skills, supervisor and or leadership skill; Must have training/experience in specific job duties associated with position
Prior Experience Required	Will require significant experience (6 months up to 1 year) Experience will be based on the components of the actual job duties designated by the appointing authority

Student Position Classifications

AVP AURARIA CAMPUS RELATIONS UNIT					
	STUDENT 1	STUDENT 2	STUDENT 3	STUDENT 4	STUDENT 5
EARLY LEARNING CENTER	-Teacher Aide	N/A	-Assisting Early Childhood Teacher	-Early Childhood Teacher -Admin. Asst./ Receptionist	-Assisting Teacher - Substitute
MARKETING	N/A	N/A	N/A	-Marketing/ Design Specialist	N/A
HUMAN RESOURCES	N/A	Student HR Receptionist	N/A	N/A	N/A
CAMPUS POLICE				Campus Police	
AVP AURARIA BUSINESS SERVICES					
	STUDENT 1	STUDENT 2	STUDENT 3	STUDENT 4	STUDENT 5
ACCOUNTING & PROCUREMENT	N/A	-Business Services Assistant	N/A	N/A	N/A
DISTRIBUTION SERVICES	-Mailroom Assistant	N/A	N/A	N/A	N/A
BOOKSTORE	-Stockroom -Cashier -Book Floor -General Merchandise Floor -Web Sales	-Accounting -Book Office -Vault -Computers -Trafficking -Loss	-Leads -Operator	-Apple Technician -Web Technician -Course Pack Technician	N/A
PARKING & TRANSPORTATION SERVICES	-Hut Attendant	-Ticket Writer -Dispatcher	-Coordinator -Handivan/Night Rider Driver	-Front Counter/ Count Room - Accounting Technician	
STARBUCKS		Baristas		Shift Supervisor	
AVP AURARIA OPERATIONS & SERVICES					
	STUDENT 1	STUDENT 2	STUDENT 3	STUDENT 4	STUDENT 5
SUPPORT SERVICES PROGRAM & SERVICES	N/A	N/A	N/A	-CRC Student Manager -Club Hub Student Manager -Pool Hall Student Manager	N/A
SUPPORT SERVICES CAMPUS EVENTS SERVICES	N/A	Event Crew	N/A	-Student Event Manager Student Event Coordinator	-Audio Visual Technician
TIVOLI STUDENT UNION SUPPORT SERVICES	N/A	N/A	N/A	Student Assistant Business Operations	N/A
SUPPORT SERVICES CUSTODIAN SERVICES	Student Custodian	N/A	N/A	N/A	N/A
ACADEMIC SERVICES KING CENTER	N/A	-Box Office Cashier -Student Stagehand	N/A	N/A	N/A
FACILITIES SERVICES	N/A	N/A	-Equipment Mechanic -Installer/ Sign Maker	N/A	N/A
ACADEMIC SERVICES MEDIA/CLASSROOM SERVICES	N/A	N/A	-Student Technician	N/A	N/A

DEPARTMENT

Student Promotions

In order for a student employee to move from one Student Hourly Level to another, the employee's supervisor must attach a copy of the most recent ***Student Employee Appraisal Report***, the job description of the position the student is being promoted to **and he/she must** provide adequate documentation indicating the student being promoted has the required experience for the new position. The documentation may be a resume or job application reflecting the knowledge, skills, abilities and/or other characteristics of the student employee.

PROMOTIONS MUST COINCIDE WITH THE BEGINNING OF A BI-WEEKLY PAY PERIOD AND MAY NOT BE RETROACTIVE.

Verifications and References

Companies may contact the Human Resources office regarding verification of employment for a student hourly employee. If employment verification requests are received via mail, fax, or phone, please direct them to the Human Resources Technician at (303) 556-3385 or fax to the attention of the Human Resources Technician at (303) 556-2448. Many students indicate their supervisors as references on employment applications and education applications. Supervisors may, ***at their own discretion***, answer those personal questions regarding quality of work.

Terminations and Disciplinary Procedures

Students are '**at will**' employees; this means the hiring department can terminate a student with or without cause at any time. Student employees may also be terminated for performance related or disciplinary reasons, such as:

- Lack of performance or attendance
- Falsifications of time sheet (punching in/out for others, staying clocked to perform non-work related tasks, etc.)
- Theft
- Unauthorized or fraudulent use of equipment and/or property
- Violation of AHEC policies

If a student hourly employee is terminated for any reason and deemed to not be eligible for rehire, that employee will be unable to work with any other AHEC department thereafter.