



2017/2018

Work-Study Student Handbook

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Work-Study Student Employee Program Overview

The Work-Study Student Employee program is federally and state funded. The program is designed to provide part-time employment for students with financial need. Students who participate have an opportunity to work on or at an authorized off-campus organization. In addition to students earning a portion of their educational costs, students gain valuable work experience.

CCD seeks to provide student employees the following:

- Opportunities for career development
- An environment to serve others
- Opportunities to demonstrate social responsibility
- A safe space for personal growth
- A “self-help” financial aid option

Important Dates & Deadlines

Dates are subject to change (supervisors will be notified through email)

Fall 2017

08/04/17 - Last day to earn summer WS award

08/05/17 – First day to earn fall WS award

08/21/17 – First day of fall classes

09/07/17 – Census date

10/01/17 – First day to complete 2018/19 FAFSA

12/11/17 – Last day of fall classes

12/22/17 – Last day to earn fall WS award

(CCD is closed 12/23/17 – 01/01/18, student employees are not eligible to work during this time)

Spring/Summer 2018

01/02/18 – First day to earn spring WS award

01/16/18 – First day of spring classes

05/07/18 – Last day of spring classes

05/11/18 – Last day to earn spring WS award

05/12/18 – First day to earn summer WS award

05/29/18 – First day of summer classes

08/03/18 – Last day to earn summer WS award

08/06/18 – Last day of summer classes

Eligibility

FAFSA

Students must complete the Free Application for Federal Student Aid (FAFSA) for the award year (AW) 2017-2018, at www.FAFSA.ed.gov. The FAFSA must be submitted each year and can be completed as early as October 1, 2016.

Enrollment

Student employees must be enrolled in at least six credit hours, which is defined as half-time status. If a student employee drops below six hours, employment will be terminated immediately. Upon completion of the fall 2017 semester, only students enrolled in spring classes are eligible to begin earning the spring 2018 portion of their work-study award.

In order to be eligible for the summer 2018 award, students must be registered for at least six credit hours for both the summer and fall 2018 semesters at CCD.

Good Standing

At all times, work-study student employees must be meeting Satisfactory Academic Progress (SAP). The requirements for SAP are overall GPA (minimum 2.0), overall completion rate (minimum 67%), semester completion of at least one attempted credit and overall attempted credit hour limits (must not exceed 150 percent of the student's declared program length).

If the student employee does not maintain half-time status or meet SAP, they must stop working immediately. If they continue to work or report earnings, the department or organization will be billed 100 percent.

Award Limits

Academic Year

Work-study funds are offered to students that have completed their 2017-2018 FAFSA, submitted all requirements for financial aid and demonstrate financial need as determined by the FAFSA.

Award

Students may be awarded up to a maximum work-study offer of \$8,500 for fall/spring. The minimum work-study offer is \$3,000. Students will receive two notifications of a work-study offer: general financial aid award letter and work-study award notice. The award notice should be brought to the student's supervisor.

Work-study award amounts may vary from student to student based upon financial aid eligibility. Summer 2018 award will be given to those students who satisfy the eligibility requirements, completed their 2018-2019 FAFSA, and are continuing CCD students.

Cancellation

Work-study funds are not guaranteed and may be reduced or cancelled at any time throughout the semester. Any part of the work-study award that is not earned at the end of each semester will be cancelled. Students who elect to cancel their work-study awards typically cannot request that their work-study award be reinstated at a later date.

If the student earns more than their work-study award for the term or fiscal year, the department or organization will be billed 100 percent of the overpayment.

Job Postings

Departments and organizations with available student employee job openings will submit their positions to the Work-Study and Financial Awareness Manager in the Financial Aid Office. Job postings can be viewed online at www.CCD.edu/Work-Study.

Hiring Process

Eligibility/Award

The supervisor must confirm the student's eligibility and work-study award offer before scheduling an interview. The student must present a work-study award letter to their potential supervisor along with a copy of their class schedule.

Interview

The interview should set up a professional and positive experience, communicating the position duties, schedule, dress code and work ethic.

Background Check

All applicants are required to complete and pass a background check.

New Hire Paperwork

Once the supervisor receives the cleared background check, the student employee will complete new hire paperwork required by Human Resources. Check with your supervisor on what types of identification are needed to complete the required paperwork.

Work-Study Documents

The final document to complete for financial aid will be the Work-Study Student Contract. All other financial aid documents will be completed by your supervisor.

Pay Rates/Worker's Compensation

- As of January 1, 2017, pay rates increased to \$10.25/hour minimum from \$9.25/hour for new hires and \$10.75/hour maximum from \$9.75/hour for returning student employees.
- Two pay rates: \$10.25/hour – new hires, \$10.75/hour – returning student employees
- Any new hire from the fall 2016 or spring 2017 semesters starting at \$10.25/hour may be eligible for a pay rate increase either during the summer semester as of July 1, 2017 or during the start of the fall semester as of August 5, 2017.
- Pay rate increases are up to the supervisor's discretion based on performance and behavior.
- All Community College of Denver's employees are automatically covered for injuries sustained in the course of employment. Employees must report all injuries to their supervisor as soon as possible and complete a "first report of injury" within 24 hours of the injury. Medical care for work-related injuries is provided at HEALTHONE or Concentra clinics/providers. The employee's supervisor and/or CCD's Benefits Specialist will provide the employee with the appropriate information.

Employees may be financially responsible if they do not go to a designated worker's compensation approved provider, excluding emergencies. All questions regarding worker's compensation should be referred to Community College of Denver's Benefits Specialist at 303.352.3004.

Work Schedule

The student employee supervisor must communicate to the student the required hours for the position, procedures when absent, and the flexibility of a schedule that will work around your classes.

- Students are not allowed to work during class time.

Hours

Students may work up to 20 hours per week during the semester, including spring break. Student employees may not work more than 8 hours in a day.

Breaks

Student employees working more than five consecutive hours are required to take a 30 minute unpaid lunch break. It is the discretion of the supervisor if breaks are permitted other than the lunch break.

Overtime

Students are never allowed to be paid overtime nor to work over 40 hours/week. If the student works more than 40 hours in a week, the department or organization will be billed 100 percent.

Leaving a Position

If a student voluntarily leaves a position during the semester, the student is only eligible for rehire at another department or organization during the semester if documented extenuating circumstances exist. This will be evaluated on a case by case basis.

Payroll Procedures

Students must complete a bi-weekly timesheet online via CCDConnect, listing hours earned for each day worked. The student employee supervisor will verify the hours earned and submit the approved timesheet through CCDConnect.

- Students are paid for hours worked and not for anticipated hours.

- Students are not entitled to benefits like vacation, sick leave or paid holidays in exchange for work.

Submission & Approval of Timesheets

Student employees must submit timesheets through CCDConnect under the "Employee" tab and, when applicable, a department or organization timesheet, by 12:00 a.m. (midnight) on the last day of the payroll period. Off-Campus student employees are required to submit their Off-Campus Timesheet and submit their electronic timesheet through CCDConnect by 3:00 p.m. on the last day of the payroll period (see Appendix A for Time Reporting tutorial & Off-Campus Timesheet).

Employee Termination

An employer can terminate a student employee at any time for any reason, except an illegal one, or for no reason without incurring legal liability. Likewise, an employee is free to leave a job at any time for any or no reason with no adverse legal consequences.

Reasons for Termination

There are two main actions for which a student employee may be terminated: unsatisfactory performance or behavior. Examples of these may include (but are not limited to) attendance issues, subpar performance, falsification of timesheet, abusing confidential information, theft, unauthorized or fraudulent use of equipment or property, or violation of CCD policies and procedures.

Process

The supervisor must provide notification to the student employee when performance or behavior is deemed unsatisfactory. They must also provide a reasonable timeframe for the student to correct the issue. Expectations presented by the supervisor must be clearly communicated and include any possible training opportunities.

If the student fails to meet the expectations of the corrective action plan, the department/organization has the ability to terminate the student. Once the student is terminated, the student will submit their timesheet through CCDConnect for the hours earned during the payroll period.

Code of Ethics

The State Board recognizes that employment within the Colorado Community College System (CCCS) should not bestow preferential benefit on anyone related to an employee by family, business, or social relationship.

Immediate family is defined as spouse, children, stepchildren and their spouses, brothers and brothers-in-law, sisters and sisters-in-law, parents and parents-in-law, grandparents and grandparents-in-law, grandchildren and their spouses, and members of the immediate household. Disclosure of any possible preferential benefit circumstance must be made immediately to the president for evaluation and determination.

Faculty and staff of CCD will demonstrate the highest standards of personal integrity and will, through their conduct, inspire public confidence and trust. Confidential information acquired by virtue of employment with CCD will not be used for private gain.

State time, property, equipment, or supplies will not be used for personal or financial gain. Computers, telephones, fax machines and all other office equipment/supplies belong to the state and are not for personal use.

CCD employees will comply with the Electronics Communication policy, Board Policy 3-125. Employee emails are public record.

No employee will accept money or anything of monetary value where such acceptance may result in loss of independence and impartiality in the discharge of the employee in public duties.

Employees will not engage in outside employment that interferes with the performance of the duties of their position with CCD. Situations in which job performance appears to diminish will be reported immediately to the president for evaluation and determination.

Employees will not knowingly engage in any activity or business that creates a conflict of interest or adversely affects public confidence in the integrity of CCD.

CCD employees are stewards of the public trust. In their positions, they are under an affirmative obligation to carry out their duties with honesty, integrity and openness. When corruption exists, it will be reported immediately to the president.

Faculty and staff are prohibited from developing relationships with students that result in unfair gain or creating adverse circumstances for the student.

CCD has a zero tolerance policy on sexual harassment of students, faculty and staff. Any verbal or written allegations must be immediately reported to the Executive Director of Human Resources.

Supervisors have an affirmative obligation to submit any allegations of sexual harassment immediately.

CCD does not discriminate on the basis of race, color, creed, national origin, sex, sexual orientation, age or disability in admission or access to, or treatment or employment in, its educational programs or activities.

Family Educational Rights & Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school.

Parents or eligible students have the right to request that a school correct records, which they believe to be inaccurate or misleading.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

School officials with legitimate educational interest, other schools to which a student is transferring, specified officials for audit or evaluation purposes, appropriate parties in connection with financial aid to a student, organizations conducting certain studies for or on behalf of the school, accrediting organizations, to comply with a judicial order or lawfully issued subpoena, appropriate officials in cases of health and safety emergencies and state and local authorities, within a juvenile justice system, pursuant to specific state law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a bulletin, student handbook or newspaper article) is left to the discretion of each school.

Drug & Alcohol Policy

COMMUNITY COLLEGE OF DENVER POLICY PROHIBITING THE UNLAWFUL POSSESSION, USE OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL BY EMPLOYEES

- I. STANDARDS OF CONDUCT: The Community College of Denver hereby prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by employees on the property or as part of the activities of the college.
- II. DISCIPLINARY SANCTIONS: Employees who violate the foregoing standards of conduct shall be subject to disciplinary sanctions which may include, without limitation, completion of an appropriate rehabilitation program, reprimand, probation, correction action, demotion, reassignment with or without salary adjustment, suspension with or without pay, and termination. Disciplinary sanctions shall be consistent with local, state and federal law and shall be administered in accordance with state personnel system rules and procedures and policies or State Board or Community College of Denver policies. In addition to the foregoing disciplinary sanction, violations may be reported to law enforcement authorities for criminal prosecution.
- III. DEFINITIONS:
 - a. "Illicit drugs" shall mean controlled substances listed in Schedules I-V of the Controlled Substances Act, 21 U.S.C. 812, and related federal regulations, 21 C.F.R. 1308.11 – 1308.15 as they may be amended from time to time and Schedules I-V of title 12, article 22, part 3 of the Colorado Revised Statutes as it may be amended from time to time. "Illicit drugs" shall include controlled substance analogs as defined by federal and state law.

- b. "Alcohol" shall mean any beverage containing not less than 0.5% ethyl alcohol by weight.
- c. "Property" shall mean any property owned leased, chartered or occupied by the College including motor vehicles, boats and aircraft.
- d. "Activities" shall mean any act or event sponsored or participated in by the College including their constituent administrative units and approved student organizations. Without limitation, "activities" shall include all athletic events, faculty, staff and students meetings, conferences, field trips, retreats and all other acts or events for which the College pays expenses, or provides facilities, services, supplies or transportation. "Activities" shall not include incidental work-or study-related activities which employees perform in their personal, off-campus residences or purely social events which are held off-campus and are organized or attended by employees solely in their personal capacities.

IV. IMPLEMENTATION: The College shall implement drug and alcohol abuse prevention programs which, at a minimum, meet the requirements of the Drug-Free Schools and Communities Act of 1989, 20 U.S.C.

V. This policy is supplemental to and does not supersede or repeal other related State Board or College policies including the Colorado Drug-Free Workplace Policy.

VI. Health Risks Associated with Use of Illicit Drugs and Alcohol Abuse. Health risks associated with drug and alcohol abuse include, but are not limited to: malnutrition, brain damage, heart disease, pancreatitis, cirrhosis of the liver, mental illness, death, low birth weight babies, and babies with drug addictions.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the workplace or state-owned vehicle by employees of the Community College of Denver is prohibited. As a term of her or his employment every employee shall:

1. Abide by the terms of this Policy Statement; and
2. Notify the appropriate personnel officer of any criminal drug statue conviction for a violation occurring in the workplace or a state-owned vehicle no later than 5 days after such conviction.

Any employee who violates the provisions of the Policy Statement shall be subjected to appropriate disciplinary action which may include termination.

Appendix A

Timesheet: Student Instructions

CHECKING TIMESHEETS & ENTERING HOURS

If you are on campus, simply click the Internet Explorer button from a CCD computer to access the CCD Connect portal log-in page. If you are working off-site, go to www.CCD.edu and click the CCD Connect logo.

Enter your S Number and Password

S Number:

Password*:

[Forgot S Number?](#)

[Forgot Password?](#)

Welcome Current Students, Faculty & Staff

CCDConnect is a portal providing you with quick links to CCD's online resources and is the place to: check email, update personal information, register for classes, view financial aid, pay tuition, connect to D2L, find campus resources and events, and much more.

More Information

www.CCD.edu

[CCDConnect QuickGuides](#)

[Transcript Requests](#)

[Learn how to download the mobile app.](#)

Your **User Name** is your S number (be sure to capitalize the S) and your **password** is your portal password. If you need assistance with your portal password, please contact the CCD IT Help Desk at 303.556.3030.

Once you are logged into the portal, click on the Student Employee Tools tab.

DASHBOARD CLASSES & REGISTRATION FINANCIAL AID & PAYMENTS STUDENT SUCCESS CAMPUS LIFE STUDENT EMPLOYEE TOOLS ACADEMIC CALENDAR

Community College of Denver > Student Employee Tools

Go to Time Reporting portlet.


TIME REPORTING

[Preferences](#)

Community College of Denver ▼

Time Sheet


Work Study - State Acad Sup, 835024-00 - Tech Svc Academic Support, 114041

 [Bi-Weekly - 72, Due Date : Jul 07, 2017](#)

 [Bi-Weekly - 52, Due Date : May 12, 2017](#)

Work Study - Federal Acad Sup, 831084-00 - Tech Svc Academic Support, 114041

 [Bi-Weekly - 72, Due Date : Jul 07, 2017](#)

 [Bi-Weekly - 71, Due Date : Jun 23, 2017](#)

[More](#)

Select the time sheet for the current pay period.

A page that is similar to the image above will open. To enter your hours, click on the blue button that says Enter Hours. Make sure that the entered hours are entered under the correct days that you worked.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Jun 24, 2017	Sunday Jun 25, 2017	Monday Jun 26, 2017	Tuesday Jun 27, 2017	Wednesday Jun 28, 2017	Thursday Jun 29, 2017	Friday Jun 30, 2017
Student Hourly	1		0	25	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			25		0	0	0	0	5	5	0
Total Units:				0	0	0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Next

On the next page, enter the **Start and End times that you will be working for the day**. Make sure you click the **Save** button before clicking the **Time Sheet** button.

It will take you back to the previous page with the hours that you will be working for the day. Make sure that the hours are correct.

Date: Friday, Jun 30, 2017
Earnings Code: Student Hourly

Shift	Time In	Time Out	Total Hours
1	10:00 AM	03:00 PM	5
1		AM	0
1		AM	0
1		AM	0
1		AM	0
1		AM	5

Time Sheet Previous Day Next Day
Add New Line Save Copy Delete

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Jun 10, 2017	Sunday Jun 11, 2017	Monday Jun 12, 2017	Tuesday Jun 13, 2017	Wednesday Jun 14, 2017	Thursday Jun 15, 2017	Friday Jun 16, 2017
Student Hourly	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart **Next**

Submitted for Approval By:

Approved By:

Waiting for Approval From:

To get to the following week's timesheet, click the **Next** button.

SUBMITTING YOUR TIMESHEETS

When you go to submit your timesheets, make sure that you have filled both time sheets for the pay period.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Jun 10, 2017	Sunday Jun 11, 2017	Monday Jun 12, 2017	Tuesday Jun 13, 2017	Wednesday Jun 14, 2017	Thursday Jun 15, 2017	Friday Jun 16, 2017
Student Hourly	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

Position Selection Comments Preview **Submit for Approval** Restart Next

Submitted for Approval By:

Approved By:

Waiting for Approval From:

Click the **Submit for Approval** button and it will submit the timesheets to your supervisor. Once you have submitted your time sheet, a time stamp will appear in the top grey box.

WHAT IF I NEED HELP?

The CCD IT Help Desk can assist you with portal and/or Banner passwords. Call 303.352.3030 to reach the CCD IT Help Desk.

The CCD Human Resources staff can assist you with questions regarding timesheets.

Main Contact: Delma Valdez – 303.352.3008