

COMMUNITY COLLEGE OF DENVER

Title: Working at Third Party Locations

Guideline #: FS – 3

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References: Fair Labor Standards Act

Approved By: Dr. Everette J. Freeman, President

1. PURPOSE

To prevent Community College of Denver (College) employees who are working at a third party location, through a contract with the College, and being paid in part by a third party from being paid twice for the same hours.

2. APPLICABILITY

This guideline applies to any College employee, excluding any work study employee, who is working at a third party location and being paid in part by a third party based on formal written agreements entered into by the College and the third party. The College's Work Study Employee Handbook (Handbook) details specific guidelines regarding work study employees. Copies of the Handbook are available from Financial Aid and questions related to work study employees should be directed to Financial Aid.

3. DEFINITIONS

Third party – An organization other than the College.

Third party location – Locations belonging to and/or under the control of a third party.

Third party supervisor – The individual responsible for supervising the College employee while he or she is working at a third party location.

Work study employees – College financial aid students who perform work for which they receive payment funded by state or federal work study dollars.

4. GUIDELINE

Agreements between the College and third parties for the partial funding of College employees' salaries by the third party must be formally documented in writing. The written agreement should include identification of the third party supervisor.

College employees who meet the Applicability/Scope above will be paid one hundred percent (100%) by the College through its payroll process, and the College will subsequently bill the third party for the portion of the salary to be funded by the third party per the terms of the written agreement. The College employee will not receive compensation directly from the third party.

Additional Processing Required for Hourly Employees

- Hourly College employees must enter their time in Banner Time and Leave on a daily basis to ensure accurate time reporting.

- For each pay period, written verification of hours worked by the College employee in the form of a timesheet must be provided by the published deadline date to the employee's College supervisor for each pay period. The timesheet should include one hundred percent (100%) of the hours worked by the employee during the pay period, and must be signed and dated by the employee. The employee's third party supervisor must indicate their review and approval of the timesheet by signing and dating the timesheet.
- The College supervisor must use the signed hardcopy timesheet to review and approve the employee's time entered in Banner Time and Leave by the published deadline date.

Failure to follow this process may result in the delay of pay for the employee and may also result in corrective and/or disciplinary action, up to and including termination, for the supervisor and/or employee.