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| Title: | Student Employment |
| Source: | Office of the Vice President, Employee and Information Services |
| Prepared by: | Assistant Vice President, Employee Services |
| Approved by: | Bruce D. Benson |
| Application: | System Offices Reporting to the President |
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I. INTRODUCTION

This internal policy and procedural statement provides guidance for undergraduate and graduate student employees working in System Administration.

II. STATEMENT OF POLICY

The purpose of this policy is to establish the requirements, restrictions on, and guidelines for the hiring of and work hours assigned to student employees at System Administration. This policy also directs certain departments in the creation of departmental procedures to ensure adherence to the policy. This policy is necessary to support the university’s commitment to student academic excellence. System Administration understands student employees are students first and employees second. As such, attention to academic success, retention, and progress toward graduation are the primary focus for students.

III. PROCEDURES

A. Minimum enrollment requirements.

1. Undergraduate students:

- a. Fall and spring semester employment periods: The student must be enrolled in at least six (6) credit hours for each semester. Exceptions to this requirement shall be granted with the approval of the vice president responsible for the unit where the student is employed, in consultation with the HR Director.
- b. Summer semester: While no minimum credit hours are required, students not enrolled in three (3) credit hours for the summer term must have been enrolled in both the previous spring semester and the upcoming fall semester for the minimum hours.

B. Maximum work hours allowed.

1. Multiple positions.

- a. 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.
- b. Students working in more than one position at any other campus, and/or System Administration are required to:
 - i. Declare a primary department, college, center, division, or unit. The student’s supervisor in the declared department will be considered the supervisor of record.
 - ii. Disclose to each supervisor any other employment the student may have including employment with any other department, college, center, division, or unit.
 - iii. This disclosure must be done any time the student employee changes positions.

2. The number of hours a student employee may work in all positions combined (the aggregate of a student employee's multiple positions in multiple departments for any University of Colorado employer), is limited as follows:
 - a. Fall and Spring semester: The fall semester is defined as 20 weeks. The specific calendar shall be determined by the Denver and Anschutz Medical Campus Student Employment Office. The maximum number of hours a student employee may work is 25 hours per week or 50 hours per bi-weekly payroll period, provided no work in a single week in that period exceeds 40 hours.
 - i. During winter and spring break, exceptions can be granted by the department with Human Resources consultation for employees to work a maximum of 40 hours per week.
 - b. Summer semester: The summer semester is defined as 12 weeks. The specific calendar shall be determined by the Denver and Anschutz Medical Campus Student Employment Office. The maximum number of hours a student employee may work is 40 hours per week or 80 hours per bi-weekly payroll period.

C. Monitoring

1. While Employee Services will monitor student work hours for compliance with this policy, supervisors are responsible for communicating this policy to their student employees. Student employees, similarly, are responsible for communicating with the supervisor(s) any scheduling which may take the student above the maximum hours allowed.
2. Students who violate the maximum hours allowed per bi-weekly payroll period initially will be issued a warning. A warning will also be sent to the supervisor(s).
 - a. Continued violation of this policy may result in a reduction in employment hours or termination of the student's employment. The possibility of future student employment may also be affected at System Administration.
 - b. Federal Work-study student employees should also monitor work hours relative to their earnings limit and contact their campus' Office of Financial Aid with any questions.
 - c. International student employees must comply with work-hour limits set by the U.S. Citizenship and Immigration Services (USCIS).
3. Departments may be subject to additional financial charges, because violation of this policy subjects the university to additional exposure under the federal Patient Protection and Affordable Care Act (ACA).

IV. RESPONSIBILITY

All university departments and all employees, including student employees, are required to comply with this policy. All documents generated as a result of this policy are required to be maintained in student employment files and held in accordance with retention policy.

V. REFERENCES

[The Patient Protection and Affordable Care Act](#)

[University of Colorado Denver - Student Employment Office](#)