

STUDENT EMPLOYMENT HANDBOOK
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STUDENT EMPLOYMENT HANDBOOK

The University's student employment program is administered by Student Employment Services, a service area in the Office of Financial Aid.

Please note that student employees are at-will employees. If a department has a student employee sign an employment contract, they may be negating a student's at-will status; employment contracts for students are not advised and exceed departmental authority. If an employer wishes to have student employees sign an employment contract, they must contact the Office of the General Counsel.

TYPES OF STUDENT EMPLOYMENT

There are three (3) types of student employment at Colorado State University that have different eligibility requirements and various funding sources. Regardless of the type of employment, or working on or off-campus, all student employees are part-time employees; hired and working under applicable federal and state labor laws, as well as CSU policies.

1. Need-Based Work-Study

Need-based work-study is awarded to degree-seeking students, enrolled at least half-time, based upon documentation of financial need and the availability of funds. Students must first have completed a [Free Application for Federal Student Aid](#) (FAFSA) to determine their eligibility (additional documentation may be requested). If eligible, students may receive need-based work-study as part of their financial aid awards package; if not, students may request consideration for an award by completing the "Request Work-Study" option on their RAMweb early May.

Funding sources include:

- **State of Colorado Work-Study Program**
 - Colorado work-study is only available to qualifying undergraduate (seeking their first bachelor's) Colorado residents.
 - State work-study recipients are funded seventy percent by the Colorado Commission on Higher Education and thirty percent from the University employer.
 - State work-study students whose match is being paid out of federal funds or projects need to be identified when hired.
- **Federal Work-Study Program**

Federal work-study is available to qualifying undergraduate and graduate resident and non-resident students.

 - As part of the Federal Work-Study Program, students have the option to participate in Community Service Work-Study, which provides opportunities for students to work in local community service agencies off-campus, or as Literacy/Math Tutors in local elementary schools.
 - Federal work-study recipients are funded seventy percent by the Department of Education and thirty percent by the University employer.

2. No-Need Work-Study

The no-need work-study program (formerly referred to as Merit work-study prior to the 2017-2018 academic year) provides degree-seeking students, enrolled at least half-time, without financial need, an opportunity to be employed in work-study jobs. No-need work-study is applied for via the “Request Work-Study” application on a student’s RAMweb, beginning in early May for the following academic year; applications may take up to 2 weeks to be reviewed. The type of work-study a student will receive is determined by fund requirements and availability. Funds are limited, and not all students will be eligible; thus, not all applications will result in an award.

Types include:

- Colorado No-Need Work-Study
Colorado no-need work-study is available to undergraduate, Colorado residents.
- Institutional No-Need Work-Study
Institutional no-need work-study is available to undergraduate and graduate, domestic and international, resident and non-resident students.

“Renewing” Work-Study

Students that complete a Free Application for Federal Student Aid (FAFSA), and had a paid work-study award (of any kind) in the previous year, should be packaged with a work-study award for the next academic year (providing funding is still available at the time of packaging, and they meet eligibility requirements). Students that are FAFSA filers should be checking their CSU email and RAMweb to make sure they do not have any outstanding requirements that could hold the packaging of financial aid. Students that are non-FAFSA filers with a paid work-study award from the previous year should have their work-study “renewed” for the next (based on funding and providing they meet eligibility requirements).

Additional Work-Study Information

- Work-study is not a grant or guaranteed award; the student must work, with an approved employer, to earn the funds.
- Work-study earnings will be issued on a year-end W2, and for those students filing taxes, these earnings must be reported on federal and state income tax returns.
- Work-study awards typically range from \$1,600 to \$3,000 per academic year.
 - Increases to need-based work-study can be requested to SES if the student has met, or is close to meeting their semester award. The student should contact SES to determine eligibility and fund availability.
- A student can only be employed at one (1) work-study job at a time.
- Hiring departments should confirm that the student has a valid work-study award; the student is able to show proof of the award through their RAMweb.
- Employing departments and the student should monitor work-study earnings to ensure earnings do not exceed the work-study academic year limit. Once a student’s limit is exceeded, the employer will be charged a hundred percent for all earnings. Work-study students are not eligible for overtime.
- Work-study students may not earn more than fifty percent of their academic award before the spring semester starts.

- Work-study students cannot work during their scheduled class time.
- Reinstating a declined work-study award is contingent on availability of funds.

Summer Work-Study

The summer work-study program supports employment opportunities for students with financial need to work in critical-need areas of the University and earn wages to help with educational expenses. The summer work-study program is extremely limited in funding and thus limited to ONLY critical-need areas as defined by an area “facilitating individual student enrollment and retention”; examples include: Admissions, Registrar, Office of Financial Aid, Access Center, Advocacy Offices, Academic Advancement, CASA, Women’s Programs, Resources for Disabled Students and HR/Payroll. Student Employment Services will email departments, who meet the critical-need definition, in mid/late March for their summer work-study position eligibility and with the policy/procedure.

- Summer is considered a trailer to the academic year and eligible students must show financial need (via the FAFSA), be eligible for Federal Student Aid, and plan on being enrolled at least half-time for the next fall semester. Eligibility will be determined by SES, and be part of the summer work-study procedure provided to eligible departments.

3. Campus Student Hourly

Campus student hourly positions are available to Colorado State University students throughout campus. Any qualifying undergraduate or graduate student who is enrolled in at least one (1) credit and admitted to a degree-seeking program is eligible to work in a campus hourly employment position.

Volunteer vs Employee: Under the Fair Labor Standards Act (FLSA), when an employer-employee relationship exists, and the employee is engaged in work that is subject to the FLSA, the employee must be paid at least the Federal minimum wage (in Colorado, the state minimum wage rate trumps the Federal minimum wage rate). Additionally, an individual shall not be considered a volunteer if the individual is otherwise employed by the same public agency to perform the same type of services as those for which the individual proposes to volunteer; the phrase “same type of services” means similar or identical services.

ELIGIBILITY

Eligibility to participate in the Colorado State University Student Employment Program is established annually, based on a student meeting the eligibility requirements. If a student no longer meets eligibility requirements, that student must stop working immediately.

Students must be:

- Admitted to a degree-seeking program (cannot be GUEST or INTO) at CSU – Fort Collins.
 - School of Public Health Graduate students are considered degree seeking at CSU and can work on student hourly assignments (not work-study as their financial aid is not awarded directly by CSU).

