



Know Your Rights

The University is committed to providing an environment that is conducive to hiring and retaining productive student workers. However, student employees are “employees at will”, which provides that in the absence of a contract to the contrary, neither an employer nor an employee is required to give notice or advance termination or resignation. Additionally, neither an employer nor an employee is required to give a reason for the separation from employment.

Student employees should work to resolve employment issues with their supervisor through means of a discussion regarding any concerns or problems. If there are concerns after this discussion, these issues should be directed to the supervisor’s supervisor. Student Employment Services may be contacted for further assistance.

Please also note that all CSU employees and volunteers, including student employees acting in their employment or volunteer roles, are responsible employees and must report any violations or alleged violations of Title IX. Additional information on the role and responsibilities of CSU employees are available on the [Office of Title IX](#) website.

+ **Your Rights as a Student Employee**

The rights of a Student Employee include:

- The right to be treated fairly and equitably by the University and their employer.
- The right to know what is expected of them regarding their work schedule, assigned duties, and any other work requirements made by the employer.
- The right to be informed about their work performance through verbal communication and written performance evaluations.
- The right to an explanation if they are terminated.
- The right to review their employment file including department evaluations.
- The right to be paid for hours worked.

+ **CSU Policy: Alcohol and Drugs**

Student employees at Colorado State University must abide by the [CSU Policy: Alcohol and Drugs](#). Student employees should pay specific attention to [Section 7 – Employment Conditions Relating to Drugs and Alcohol](#) and [Section 8 – Drug and Alcohol Impairment under the Student Conduct Code](#).

+ **Student Code of Conduct**

Colorado State University expects students to maintain standards of personal integrity that are in harmony with the educational goals of the institution and to assume responsibility for their actions; to observe national, state, and local laws and University regulations; and to respect the rights, privileges, and property of other people. Students should review the [Student Conduct Code](#) and know its expectations.



+ **Student Resolution Center**

The [Student Resolution Center](#) encourages students to gain awareness, knowledge, skills and opportunities as they navigate challenges and make informed decisions. They promote safe, respectful and inclusive communities by valuing integrity, perspective-taking and personal responsibility; a variety of services are available.

+ **Job Scams**

The frequency and complexity of employment scams are on the rise, and college students wishing to cover more of their educational expenses through work are an ideal target. Please note that the Career Center screens each job before posting to the Job Listings on RAMweb; however, the possibility still exists that a well-masked employment scam might slip through our screening procedures.

Common Scam Characteristics

- Asking for money in advance, under a guise of work-at-home.
- High salary with no experience required.
- “Work on your own” as a shopping/errand assistant with special vacation/travel arrangements.

Tips to Avoid Scams

- Never pay money upfront.
- Do not accept payment for services you have not provided (i.e. “pre-payment”).
- Be cautious of people recruiting from out-of-state, or overseas “while on business”, or unwilling to meet in person.
- Be cautious of general email addresses not associated with a legitimate business.
- Be cautious of people planning to use a 3rd party to pay your earnings (i.e. lawyer, friend).
- Be cautious of emails written with poor grammar, lacking proper verb usage and sentence structure, or with text in all caps or in bold font.
- Never send money from a deposited check until it officially clears your bank – **Note:** it can take several weeks for a fake check to be discovered.
- Never provide credit card or bank account numbers, and be cautious of payments by wire service or courier.
- Be cautious of posting your resume to an online site that has access for all of the public to view. If you choose this route, limit your contact information to just an email (no address or phone where a person could find your location).

+ **How to Report a Problem**

Report an Employer

The Career Center is committed to providing safe, legitimate connections between employers and students. We have a number of policies in place governing employer interactions when they engage through CSU Career Services. Unfortunately, employers sometimes violate these policies or circumvent



our processes without our knowledge. Additionally, there are a large number of employers that connect with CSU students outside of formal campus career services avenues.

Whether you are employed on-campus or off-campus, if you feel you have encountered an employer that has violated [CSU Career Services recruitment requirements](#) or policies, which includes our [Principles of Community](#), please let us know by either submitting a [report](#) or calling our office at 970-491-5707, requesting to speak with an Employer Connections Team Member. Please note, if you've encountered this employer outside of CSU services and systems, there may be limited recourse that can be taken; however we are committed to providing assistance in whatever ways we can.

Responsible Employees

Please also note that all CSU employees and volunteers, including student employees acting in their employment or volunteer roles, are responsible employees and must report any violations or alleged violations of Title IX. Additional information on the role and responsibilities of CSU employees are available on the [Office of Title IX](#) website.

Tell Someone

If you are concerned about someone's mental health and safety then please [Tell Someone](#) by calling them at (970) 491-1350 or using the link for the [online referral form](#). If you believe an individual to be in imminent danger to themselves or others, then immediately contact CSU police by calling 911 or their non-emergency number at 970-491-6425.

Scams

If you suspect a job posting on RAMweb is a scam, please contact Career_CampusEmp@colostate.edu ([with the job # preferably](#)); we will review and follow-up with you on the legitimacy of the job posting. If you believe that you are the victim of an employment scam, you may file a report with:

- [Colorado State University Police Department](#)
- [The Internet Crime Complaint Center \(IC3\)](#)
- [The Federal Trade Commission \(FTC\)](#)