University of Colorado Colorado Springs

Student Employment Office
Cragmor Hall, Room 104
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918

Phone: 719-255-3454
Email: stuemphelp@uccs.edu
Web: stuemp.uccs.edu

Student Employee Position Offer

Student Full Name: *Last, First Middle*

Student ID #: *999-99-9999*

Cherwell Ticket #

Dear *Last, First Middle*

I am pleased to offer you a student employment position with the University of Colorado Colorado Springs as a *Working Title* in the 1-Choose One Department.
This is a *% of time or hourly* Choose One appointment. Your supervisor is *Supervisor's Name*
Your employment start date is *mm/dd/yyyy* and will Choose One *mm/dd/yyyy* as at will employment. Either party may end employment at any time. This position is a Choose One position located Choose One at *1420 Austin Bluffs Parkway, Colorado Springs, CO 80918*

The pay rate for this position is *$0.00* and will be paid Choose One Choose One Total compensation *for 1500s only- total compensation*
Compensation for student employees must be at least minimum wage and is reviewed at least once per year. Raises and/or promotions are at the discretion of the department, are based on satisfactory evaluations, and rely upon fund availability both at the department level and per salary pool approvals made by the University Board of Regents.

The following are additional terms and conditions applicable to your appointment: By state law or university policy, these terms must be included in this letter of offer.

1. **I-9 Requirements** - As a condition of employment, the university must verify your employment eligibility. This is in compliance with the Immigration Reform and Control Act (IRCA), which requires every employee to complete an I-9 Form and to provide certain documents for examination. Please submit your documentation to Student Employment, Cragmor Hall room 104, prior to beginning employment at the university; you will be unable to access certain UCCS computer systems until this process is complete. Failure to submit IRCA documentation will result in the termination of this appointment.
2. **Employment at-will**- This is an at-will appointment. Your employment is subject to termination by either you or the university without cause at any time for any reason, and with or without notice. You do not have a contractual right, express or implied, to remain in the university's employ.
3. **Social Security Number and Name-** Internal Revenue Service (IRS) policy requires that the Social Security number and the name of the employee for payroll purposes match the number and employee name found on the Social Security card. This verification is necessary to comply with IRS policy and to ensure that you are paid in a timely fashion. If you do not have a Social Security number, you are required to apply for one and provide it to Student Employment as soon as it has been issued.
4. **Code of Conduct -** By accepting this appointment, you attest that you have read and understand the Code of Conduct and you agree to uphold ethical standards appropriate to your position as a student employee. The Code of Conduct can be found at https://www.cu.edu/ope/aps/2027.
5. **Maximum Hours** - No student employee may work in excess of 25 (62.5% time) hours per week (50 hours per two-week pay period) and no single week may exceed 40 hours during the fall and spring work terms. You may not exceed 40 hours per week during the summer work term. When working in more than one student position; combined hours for all positions may not exceed these maximums. If you are an international student you may not work in excess of 20 hours per week (50% time) during the Spring or Fall Semesters.
6. **Minimum Enrollment** - Student employees must be enrolled at least half time in order to work on campus. Half time enrollment is considered 6 credits for an undergraduate and 3 credits for a graduate student. Only main campus credit hours will be counted toward meeting this minimum. Work study students must be regular degree seeking students.
7. **Required Training** - As a student employee, you will be required to complete mandatory training within 60 days of hire. The required training includes: Discrimination and Harassment, Information Security, SaVe Training, and the Conflict of Interest Disclosure.
8. **Multiple Positions** - Should you work in more than one position at UCCS and/or any CU campus or system office, you must disclose this information at the time of application to all supervisors of all positions so that hours worked remain within the maximums each work term. Should you be hired into an additional job after already working, you are required to disclose and notify all supervisors immediately and provide a signed copy of the Multiple Positions Disclosure Form for each personnel file.
9. **Background Check** - This offer is contingent upon you successfully passing a background check to include: prior employment verification, sex offender registry check, excluded/Denied Parties List System Check and a criminal history check. For additional information on this policy, go to: https://vcaf.uccs.edu/policies/uccs/policies. A successful background check and any other verifications listed above must be received by the university prior to the start of employment. If there is a delay in the background check or other pre-employment requirements, it may be necessary to revise your start date. The university retains the right to conduct background checks on any employee. Should the university conduct a background check on you while you are employed, you will be notified.
10. **Performance Evaluation** - Evaluations are required at least once per year or upon termination for any student who was not evaluated prior to termination; and for any student who has received a change in status or rate of pay.
11. **Work study usage-** Any work study employee who quits his/her job during the semester may not get another work study job that semester.

Below is a ŏ2YLJfŜűŜ description of job duties:

Job description MUST be typed in this box.

This appointment is without group health and life insurance benefits.

However,you are eligible to accrue sick leave.

Hourly student employees - will accrue 0.034 hours of sick leave per hour worked.

All hours worked and sick leave taken must be reported to your supervisor in the MyLeave system and your MyLeave time sheet must be submitted for approval bi-weekly. Sick leave time accrued will display in the portal at the conclusion of each pay period.

1500 series contract student employees - will accrue sick leave based on the percent of time detailed per semester with a maximum accrual of 3 days (24 hours) per semester based on 40 standard hours (100% FTE). Sick leave accrual for contract employees will be granted at the beginning of each semester (summer, fall & spring) and may be used immediately. You must request sick leave. Sick leave requests may be submitted for approval via a sick leave request form located here: https://forms.office.com/Pages/ResponsePage.aspx?id=-kOTUsjon0GrLqcMEAOIEAjCe2AniXFPge6WexNtJsdUOTg0UEFOT0hLOUlQUlJTNlNNNFpRSVg3TS4u

Your earnings from this job are not covered under Social Security and you will not pay into Social Security. Colorado statute C.R.S. 24-54.6-104 provides a Student Employee Retirement Plan (SERP) as an alternative to contributing to Social Security. You may be subject to enrollment in the SERP if you do not meet the enrollment conditions of exemption from participation in the SERP.

For 1506 Graduate Teaching Assistant and 1503 Grad Part-Time Instructor positions only: By accepting this appointment, you agree to up hold ethical standards appropriate to your positionas a student faculty member of the University, including, but not limited to, standards applicable to conflicts of interest and conflicts of commitment as defined by University policies. You agree to comply with all resolutions, rules and regulations adopted by the Board of Regents and with policies and procedures adopted by the campus or other unit in which your appointment is made, now in effect or as amended. You also agree to report suspected or known noncompliance of any law or University policy. Further, you agree to meet obligations imposed by federal and state law including the obligation to report. For additional information, please see the following links:

- https://www.cu.edu/regents/Laws/laws.html
- https://www.cu.edu/ope/aps/2027
- https://vcaf.uccs.edu/policies/uccs

All employees of the University ofcolorado Colorado Springs (UCCS) are required to complete training on policies and procedures administered by the Office of Institutional Equity (OIE), under the supervision of the Associate Vice Chancellor of Institutional Equity/Title IX Coordinator. Required training includes: understanding and reporting conduct prohibited by the sexual misconduct, protected class nondiscrimination, and conflicts of interest in cases of amorous relationships policies, related retaliation, and compliance with accommodations regarding disability, pregnancy or related conditions, and religion. All employees are also designated as "responsible employees" and are required to report conduct prohibited under these policies. Additionally, when a person discloses a pregnancy or related condition to an employee, that employee must provide that person with the Title IX Coordinator's contact information and inform the person that the Title IX Coordinator can coordinate specific actions to ensure that person's equal access to the university's education programs or activities. More information is available at: Policies and Resolution Procedures | Office of Institutional Equity (https://equity.uccs.edu/policies-and-resolution-procedures).

The laws of the state of Colorado require that people employed to teach in any state university (except temporary employees who are citizens of a nation other than the United States) affirm that they will support the constitutions of the United States and of Colorado and that they will faithfully execute the duties of their employment. The required pledge form will be completed and attached to this offer. Please return it with your offer letter if you have not completed one previously. The terms of this appointment shall be construed and interpreted according to the laws of the State of Colorado. The specific terms and conditions of your appointment as described in this letter may be changed only by a duly executed written amendment to this letter of offer. Your appointment, however, is subject to the laws and policies of the University of Colorado as they may be amended from time to time and the University may make changes to its policies and procedures which shall be applicable to your appointment without a written amendment to this letter of offer.

In accepting this appointment, you agree to:
a. Meet obligations imposed by federal, state, and local law; including the obligation to report.

b. Comply with all laws, rules, regulations, policies, procedures, and resolutions, adopted by the Board of Regents, the University of Colorado and the campus or other unit in which your appointment is made, including but not limited to, standards applicable to conflicts of interest and conflicts of commitment as defined by university policies and report suspected or known noncompliance as required by regent and university policies. For a list of university-related policies go to: www.cu.edu/policy/resources. Campus policies are available at: https://vcaf.uccs.edu/policies/uccs/policies.

No compensation, whether as a buy-out of the remaining term of employment pursuant to a contract, as liquidated damages, or as any other form of remuneration, shall be owed or paid to you upon or after termination of such employment except for compensation that was earned prior to the date of termination or as otherwise required by applicable law.

Please notify me of your willingness to accept this position by returning the signed original letter. We look forward to your acceptance of this offer and your contributions to the university.

Your signature on this letter of offer signifies your acceptance of all of the terms, conditions, and responsibilities specified in this offer and your agreement to comply with the employment conditions specified in UCCS Student Employment Policy 300-020.

I accept this offer of the student assistant position described above and agree to comply with all conditions specified herein.

_____ _____

Student Signature *Date* *Supervisor Signature* *Date*

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SEAN Job ID#

To Be Completed By Supervisor/Department

Work Study? 4млмΣ пмлоΣ п106, 4201 only
Yes ◯ **No** ◯

Action/Reason

Select Action Reason

Job Code:

Choose One

Speed type(s) / Percentage(s)

mm/dd/yyyy

Student Start Date (same as above) -Must be later than position effective date

HCM Position Effective Date –Must be the first day of the month prior to student

Position Number: _____

TBT #: _____

Employee ID#: _____