



Student Employee Position Offer

Student Full Name:

Student ID #:

Cherwell Ticket #

Dear

I am pleased to offer you a student employment position with the University of Colorado Colorado Springs as a _____ in the _____ Department.

This is a _____ appointment. Your supervisor is _____

Your employment start date is _____ and will _____ as at will employment. Either party may end employment at any time. This position is a _____ position located _____ at _____

The pay rate for this position is _____ and will be paid _____ 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:

1. **I-9 Requirements** - Pursuant to the Immigration Reform and Control Act (IRCA), the university must verify your employment eligibility within the first three working days of employment. IRCA requires every employee to complete an I-9 Form and to provide certain documents that verify employment eligibility. As a condition of your employment, you must submit the required documentation in person to the Office of Student Employment in Cragmor Hall 104 prior to beginning employment at the university. *Failure to submit IRCA documentation will result in the termination of this appointment.*
2. **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.
3. **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.
4. **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.
5. **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.
6. **Background Check** - This offer is contingent upon you successfully passing a background check to include sex offender registry check and criminal background check. Positions with financial system access must also pass a credit history check. A successful background check must be received by the university prior to the commencement of employment. 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
7. **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.
8. **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 brief description of job duties:

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.

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 timesheet must be submitted for approval bi-weekly. Sick leave time accrued will display in the portal MyLeave 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=-kOTUsson0GrLqcMEAOIEAjCe2AniXFPge6WexNtJsdUOTg0UEFOT0hLOUIQUIJTNNNNFpRSVg3TS4u>

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.

State law specifically requires that you be an employee-at-will in your position and that the following paragraph be included in this letter of offer:

Your employment contract is subject to termination by either party to such contract at any time during its term, and you shall be deemed to be an employee-at-will. No compensation, whether as a buy-out of the remaining term of the contract, as liquidated damages, or as any other form of remuneration shall be owed paid to you upon or after termination of such contract except for compensation that was earned prior to the date of termination.

For 1506 Graduate Teaching Assistant and 1503 Grad Part-Time Instructor positions only: By accepting this appointment, you agree to uphold ethical standards appropriate to your position as 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>

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.

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

To Be Completed By Supervisor/Department

Work Study? 4106, 4201 only

Action/Reason

Job Code:

Speed type (s) / Percentage (s)

Yes

No

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 #: