



## OPERATING PROTOCOL & PROCEDURE

### Details

Number: 204  
Title: Student Employment  
Category: Employees  
Responsibility: Human Resources  
Approval Date: 5/29/15  
Effective Date: 5/29/15  
Revised: 12/20/18; 5/1/23

### Purpose

To establish procedures pertaining to student employment.

### Applicability

Students and supervisors of work study and student hourly employees.

### Definitions

**Student Employee** – A student enrolled in at least six (6) course credits at one of the Colorado Community Colleges during each semester in which they seek employment.

**Student Hourly Employee** – A student employee as defined above and who is filling a position that is not funded by the Financial Aid work study program.

**Ultimus** – The PCC workflow software for the processing of various administrative procedures.

**Work Study** – A student employee subject to the terms and conditions of Financial Aid.

### References

State Board Policy 3-10, Administration of Personnel

(<https://cccs.edu/policies-and-procedures/board-policies/bp-3-10-administration-of-personnel/>)

PCC Operating Protocol & Procedure 208, Recruitment and Selection Procedures

(<https://pueblocc.edu/cmsinternet/xml/OPP/200/208.pdf>)

## **Attachments or Related Forms/Documents**

None

## **Operating Protocol**

Pueblo Community College complies with State Board Policy 3-10 Administration of Personnel and appropriate Financial Aid regulations regarding student employment.

Student employees are limited to working no more than a total of 20 hours per week at all times and for all positions combined (Student Hourly and Work Study).

## **Procedure**

### **Student Hourly**

Student Hourly positions are approved as part of the budgeting process or, if after the budget has been allocated, through the submission of a Decision Item in Ultimus. Approval is communicated to the requestor via Ultimus.

Once a department receives approval to fill a Student Hourly position, the supervisor identifies the individual to be hired and completes a Request to Hire (RTH) form in Ultimus. The individual hired must complete all pre-employment eligibility and documentation with Human Resources before they commence work. Employment begins on or after the first day of the next available pay period as determined by HR and communicated to the supervisor via Ultimus.

Employment of a Student Hourly must be terminated if the employee has not been paid for 120 days. HR provides notice to the supervisor at 90 days of non-payment in the event employment must be maintained. If employment is to be ended, the supervisor must submit the termination notice in Ultimus before 120 days is reached.

Once terminated, a new Request to Hire must be submitted in Ultimus for the individual to be rehired and a new background check must be conducted if more than 1 year has elapsed since the previous background check was completed.

### **Work Study**

Work study positions are requested each year and the Financial Aid Office notifies departments of the approved positions.

Once a department receives approval to hire a Work Study for a new or vacant Work Study position, the supervisor requests Financial Aid post their opening on the PCC website. Students complete an application but it is at the discretion of the individual department to contact and interview candidates in having for the position.

Once a department identifies a student to hire, the supervisor verifies that student's eligibility with Financial Aid before contacting the student for an interview. The supervisor submits a request for a contract in Ultimus to hire the student. Financial Aid approves eligibility, generates a Work Study contract, and forwards the contract to HR. The student must sign the contract, which is re-attached into Ultimus. The supervisor ensures the individual reports to HR to establish work eligibility.

The individual hired must complete all pre-employment eligibility and documentation with Human Resources before they commence work. Employment begins on or after the first day of the next available pay period as determined by HR and communicated to the supervisor via Ultimus.

A student who is not enrolled in the summer or does not meeting the spring and fall enrollment requirements is not eligible for student employment during the summer but may be eligible for Administrative-Professional-Technical (APT) hourly employment in accordance in accordance with PCC OP-P 202 Administration of APT Employees.