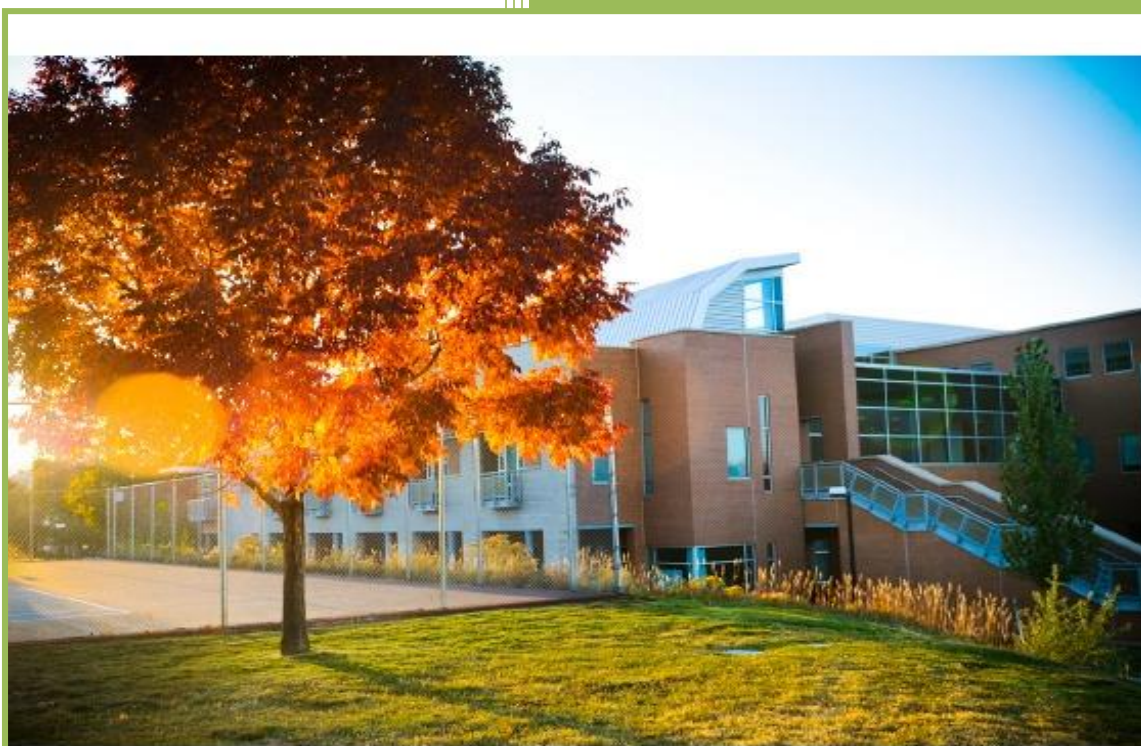


# Red Rocks Community College

## Supervisor's Reference Manual



Bob Miller

Human Resources Department

Updated: Spring, 2018

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# Supervisor FAQ Pack! – Attachment Edition

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## Beginning of Employment

### How do I advertise student job openings?

Student and Work Study job postings are found on the 'Student Employment' portion of the RRCC jobs website; jobs.rrcc.edu. If you would like to post a new job to this page, complete a [Work-Study/Student Hourly Job Posting Template \(A-1\)](#) and email it to [Bob Miller \(Robert.miller@rrcc.edu\)](mailto:Robert.miller@rrcc.edu) to be posted on the college website.

Students apply for posted positions through jobs.rrcc.edu and applications are channeled directly to the supervisor's inbox. We ask that you respond to all applicants, whether or not you plan to interview them. ['Help wanted' posters](#) are also available on the aforementioned on the [student employment website](#).

Sometimes, students simply haven't considered campus employment as an option. If you have a student that you think would shine in an on-campus position, feel free to suggest it to them.



*Helpful Bob says, "Post jobs early to allow plenty of time to interview, check references, and on-board your employee before their projected start date!"*

### Are there any questions I can't ask an applicant when interviewing them?

**Yes.** There are questions which, when asked during an interview, have been deemed discriminatory in State and Federal law. Attachment [A-2](#) provides an overview of these types of questions. When a question is in doubt, it is usually best to refrain from asking it, or to check with the Human Resources office about subject matter. These restrictions also apply to individuals contacted in reference to an applicant. (A-11)

### Can I hire employees at the lower pay grade and raise them to the higher pay grade later?

**Yes.** We realize that new employees rarely come to the workplace equipped with all the skills necessary to execute their jobs efficiently or independently. Therefore, it is recommended that they start at a level I, tier I wage and later, depending on merit and job duties, be raised to a level II or tier II wage. To make this change, complete a [Student Employee Requisition](#) and submit it to the human resources office. All other changes should be made using a [Personnel Action Document \(A-4\)](#). Both of these forms can be found on the ['H.R. Forms'](#) website.

### How long should I expect the hiring process to take?

See the attached flowchart of hiring process. [\(A-5\)](#)

The hiring process will take an absolute minimum of two business days. The most time consuming elements of the processes are:

- **Criminal Record Disclosure and Background Check.** Student applicants are encouraged to complete the disclosure as soon as their requisition forms are complete. From here, background checks can be returned in as few as twenty-four hours. On rare occasions, out-of-state background checks have taken multiple weeks

to be returned. If this is the case, supervisors will be contacted by Human Resources and accommodations made.

- In general, we expect background checks to be returned in about two business days.
- **Applicant Remittance of Necessary Documentation.** Yes, there is plethora of documentation that is required to become an employee of Red Rocks Community College. Some of the documentation simply requires a signature of acknowledgment, and some requires employees to produce additional documents, but all of it is legally necessary. This is very often the most time consuming portion of the onboarding process, and supervisors are vital in motivating employees to complete this task.
- **Data Processing.** It takes time to establish an individual as an employee in the RRCC systems, especially when a great many employees are being on-boarded at once. The Human Resources office understands that promptness is important in the onboarding process, and we will make every effort to complete the process as promptly as possible.
- **Supervisors will be alerted via email as soon as the on-boarding process is complete.**

The Human Resources office is happy to work with supervisors to expedite the student onboarding process in urgent situations, i.e. unexpected student resignations, increases in workloads, etcetera. However, we also appreciate your proactivity and respect for the time required to on-board a student employee at our institution.

The Human Resources office is working to make this process more efficient. Stay tuned for updates and changes which will make onboarding substantially more convenient.



*Helpful Bob says, "Hiring employees early in the biweekly payroll cycle (i.e., the first week of the two week period) and planning for a Monday start date will result in prompt processing, fewer issues with time reporting, and a very happy H.R. department!"*

### What are the different classifications of part-time employee I can hire?

There are two categories of student employee.

- **Departmental Student-Hourly:**
  - These employees are permitted to work a maximum of 20 hours per week, and are paid on a biweekly schedule.
  - There are four levels of student employment and three merit based tiers. Please refer to the [‘Student Compensation and Hiring Guide’](#) for more on this.
  - Pay for departmental student employees comes from the budget of their home department.
  - Student employment terms are concluded at the end of each semester and must be renewed for qualified employees.
  - Departmental student hourly employees must be enrolled in a minimum of 6 credit hours to be eligible for employment. This changes slightly during the summer semester.
- **Work-Study:**
  - These employees are permitted to work a maximum of 20 hours per week, and are paid on a biweekly schedule. Work-Study is a subcategory of Student-Hourly Employment.
  - There are four levels of student employment and three merit based tiers. Please refer to the [‘Student Compensation and Hiring Guide’](#) for more on this.
  - Their remuneration comes from the budget of the department employing them.

- Student employment terms are concluded at the end of each semester and must be renewed for qualified employees.
  - Work-Study funds can change during the semester. (See '[During Employment](#)' section.)
- **Note: Active students are not eligible to hold variable Hour position outside of extenuating circumstances. Contact the human resources department with questions about this classification of employee.**

### [What types of employees are given @rrcc.edu email addresses?](#)

All student employees are given @rrcc.edu email addresses. This is the preferred contact point for all work related correspondence, and is the required contact point for any sensitive work related correspondence.

### [How many student employees may I have at one time?](#)

There are no set limits on the number of Work-Study or Student Hourly employees a department may keep. However, because of budgetary restrictions, Org code administrators must sign any requisition for additional employees who will not receive work-study funds.

### [Am I able to hire Concurrent-Enrollment students age 16 or over?](#)

Yes. Concurrent-Enrollment students (High-school students that are also taking college courses) must meet the same eligibility guidelines that all student employees must meet: enrollment in at least 6 credit hours during the applicable semester and be of qualifying academic standing.

Remember, concurrent-enrollment students may have differing levels of maturity than the college age employees to which supervisors are accustomed and may require additional mentoring. This should be considered when delegating responsibility and allotting training time, but should not preclude you from considering these motivated, high-achieving candidates.

## [During Employment](#)

### [Can a Work-Study employee run out of Work-Study funds?](#)

**Yes.** Work-Study employees are awarded a certain amount of aid money from which their remunerations originate. Once those funds are depleted, it is the student's responsibility to check with Financial Aid to determine if more funds are available. If additional funds are not available, Work-Study employees must be terminated or converted to Student-Hourly classification, whereupon their compensation will come from your budget.



*Helpful Bob says: "When you initially hire a Work-Study employee, take a look at the amount of the award on their referral form. Divide that number by their pay rate, and you'll get an idea of when their aid is likely to run out. For example:*

*If Jimmy Beans is awarded \$2000 on January 10<sup>th</sup> and is paid \$11.00 per hour for an average of 15 hours per week:*

*$(\$2,000)/(\$11.00) = 181$  compensable hours.*

*$(181)/(15 \text{ hours per week}) = \text{roughly } 12 \text{ weeks of work.}$*

*Jimmy Beans will run out of Work-Study funds around April 4<sup>th</sup>. Set an alarm!*

### [What are the state's policies regarding breaks and lunches?](#)

An individual supervisor sets the breaks and meal period policy for their staff. Red Rocks Community College does not have a specific break/meal policy, and is not subject to state regulations regarding breaks and meal periods.

The RRCC human resources Office believes that student employees, like all employees, deserve periods of respite from the often chaotic world of campus employment. Studies have demonstrated that rested employees are more productive and effective in the workplace. Please exercise common sense and empathy when constructing the break schedule for your department.

Contact the Human Resources Office for ideas on building an effective, respectful meal/break policy.

### [Is there a school wide dress code or behavior policy for Student Employees?](#)

The student handbook outlines a student 'code of conduct' (Pages 37-44 of the current [student handbook](#)) to which all student employees are beholden. However, many supervisors choose to be more specific about the requirements and expectations placed upon their employees.

- For example: the coffee shop has an additional mandatory dress code to insure compliance with state health code requirements.

If a certain dress-code, behavior restriction or workplace policy is necessary to maintain a safe, inclusive, non-discriminatory work environment, supervisors should feel comfortable instituting one. The [Student Employment Handbook](#) can offer students additional guidance on this issue. If you feel unsure about a policy that you would like to institute, contact Human Resources and we'll help with the logistics.



*Helpful bob says, "Don't want to be seen as unreasonable when instituting rules or restrictions? Give sensible explanations for your policies. Even broad justifications like 'protection from liability' can help employees accept unpalatable regulations. If all else fails, blame Helpful Bob."*

### [What if my student employee or I have trouble with electronic time reports?](#)

Contact Human Resources with any issues regarding the electronic time report. Common concerns, such as:

- Duplicate time reports
- Unavailable time reports
- Time reports that are submitted too early
- Time reports routed to the wrong supervisor

are usually easy to remedy, provided the Human Resources office is made aware of the situation.

### [What if my student employee fails to submit their time report by the deadline?](#)

**\*Every effort should be made to ensure employees are submitting their time sheets by the deadline.**

If an employee forgets or is unable to submit their time report for approval before the deadline of 11:59 on the last Friday of the pay period, a few options are available.

- Contact Human Resources to see if your employee opened their time report. If so, Human Resources can return it to them on Monday for second chance to submit their hours.
- If their time sheet was not opened, a paper time sheet submission is required. These are available on the ['Human Resources forms'](#) page [\(A-7\)](#) and require the signatures of both the supervisor and employee.
  - o Note: **Paper Time Sheets are time consuming and can be problematic for payroll.** Please use them only in extraordinary circumstances.



- In the event that neither the electronic nor paper timesheet are submitted before the payroll department submits biweekly payroll, the employee's remuneration will be delayed. Further, late time sheets from Work-Study employees could result in complications/inaccessibility of Work-Study funds.



*Helpful Bob says: "Set a departmental deadline for time sheet submissions in advance of the official deadline to give your employee a buffer, during which you can badger them incessantly to get their hours submitted."*

### What if I forget to approve my student employee's submitted time sheets?

As a supervisor, you have until Monday at 10:00 am to approve of your student employee time reports. If you miss this deadline, notify Human Resources immediately.

### What are some ways to deal with an underperforming or disruptive employee?

Having employees sign statement of expectations before employment begins is a great preemptive step. [A-8](#). Make sure your requirements are clear, and make sure an employee knows if they are not meeting them. There are many ways to deal with performance issues, and a record should be kept of all such action. RRCC's preferred course for corrective action with student employees is as follows:

- 1) **A conversation.** More often than not, a conversation with a supervisor will remind an employee of the expectations in the workplace, and that failure to adhere to these expectations has consequences.
- 2) **A Corrective Action Memo or 'write-up'** [\(A-9\)](#). This is a document, written by the supervisor that details precisely what transgressions the employee has committed, as well as necessary corrective actions. This is usually shared with a second level supervisor.
- 3) **Reduction of hours.** If an issue has been addressed verbally on multiple occasions and the employee has received one or more corrective action memos, it may be time to reduce the hours available to that employee.
- 4) **Please contact Human Resources before engaging in dismissal proceedings with any employee.**



*Helpful Bob says: "Create an environment of professionalism to encourage employees to act as such. If you think of your employees as 'Just student workers' they will treat their position as 'just a school job.'"*

### What if an employee misses a shift without prior warning or a phone call?

'No-call-no-shows' are some of the most frustrating challenges a supervisor can face. Your first course of action should be to attempt to contact the employee by phone to verify their wellbeing. If the employee is unreachable over two scheduled shifts, contact human resources. Document the fact that you have attempted to contact them.

Usually, a Corrective Action Memo is suitable in a 'no-call-no-show' situation. Make it clear that you expect preemptive notice from employees whenever there is a chance that they may be absent or tardy from a shift. Make the consequences of this sort of behavior clear.



*Helpful Bob says: "It is essential to maintain clear and consistent lines of communication with your employees. Keep your phone records up to date and establish your preferred methods of contact early on. Make sure that you are as easy to get ahold of as you would like your employees to be. Are you*

*comfortable ‘texting?’ Your employees probably are, and they’re much more likely to respond to these ‘low maintenance’ methods of communication.*

## **End of Employment**

### *What do I do with an employee who wants to resign?*

Because our student employees are ‘At Will,’ they are free to terminate their employment whenever they see fit. When this is the case, complete a Personnel Action Document (PER4) for [\(A-4\)](#) available on the ‘[HR Forms](#)’ web site, and submit it to the Human Resources office.

Some notes on the Personnel Action Form:

- The more information you can provide on the form, the better.
- It is preferred that a student complete an [official resignation letter \(A-10\)](#) to accompany the Personal Action Document.
- If the student leaves without prior notice and does not return, the Personal Action Document can and should be submitted without a resignation letter or employee signature.

### *How do I terminate an employee?*

**Please check with Human Resources before initiating termination proceedings.**

### *If an employee stops working for a period of time, will their employment status be terminated in Banner?*

**Yes.** The Human Resources office runs periodic sweeps of employees who have been inactive for 120 days or more and terminates them. If supervisors wish to re-establish these employees, there is a rehiring process which varies in requirements based on how long an employee has been inactive.

Additionally, all student employment is terminated at the end of the spring semester each year. To retain an eligible employee from one semester to the next, a new Employee Referral Form is necessary, but no additional new hire paperwork is required.

### *What if I want to rehire an employee who has worked for me previously?*

Eligible Work-Study and Student-Hourly employees can be re-hired at will. However, depending on how long the student has been inactive, some degree of additional documentation will be required. At the very least, a new student employee requisitions must be completed.

Work-Study students are not guaranteed renewed funding each semester. If there is a Work-Study student that you would like to retain into the next semester, contact the Financial Aid office to find out what is required.

- Note: to increase the chances of successfully renewing a Work-Study employee, contact the Financial Aid office early in the semester *prior* to the semester in which the student will be renewed.



# RRCC STUDENT EMPLOYMENT POSITION ANNOUNCEMENT

[Supervisor: All Fields are required. Replace all [description notes in boxes] with your own description.]

**Department:**

**Position Title:** [See 'student compensation and hiring guide' for current titles]

**Position Type:** [Work-Study, Student Hourly or Both Considered]

**Job Description:** [Give a general overview of what the position entails and what sort of work the student can expect to do.]

**Job Requirements:** [Here, list skills and qualifications that you would like from your candidates. Include special availabilities, specific competencies or fields of interest. The following italicized verbiage must be included in the job posting.]

*You must be eligible for student employment (enrolled in a minimum of six credit hours for the semester in which you will be working) to apply for this position.*

**Skills you will gain/enhance:** [This is a great way to attract motivated candidates and for you as the supervisor to consider how to make this position mutually beneficial for your department and the student employee.]

**Job Payment Information:**

**Wage:** [Notate either Level I, II, III, IV (new level III or IV positions require VP approval) or corresponding hourly rate in \$/per hour]

**Paid:** Bi-weekly (Fridays)

**How to Apply:**

Click the link below to apply for this position!

For questions about this position, contact [supervisor at email and phone.]

**For questions about student employment in general, contact [bob.miller@rrcc.edu](mailto:bob.miller@rrcc.edu).**

*Red Rocks Community College is committed to diversity in its people and programs. The College is an equal opportunity educational institution and does not discriminate on the basis of disability, race, creed, color, sex/gender, sexual orientation gender identity, religion, age, national/ ethnic origin, pregnancy status, veteran's status, genetic information, physical or mental disability, or any other category protected by applicable law, in its employment practices or educational programs and activities.*

*RRCC has designated the Executive Director of Human Resources as its Affirmative Action Officer/Equal Opportunity Administrator/Title IX Administrator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact Arnie Oudenhoven, Director of Human Resources. 303.914.6298. [Arnie.Oudenhoven@rrcc.edu](mailto:Arnie.Oudenhoven@rrcc.edu). 13300 West Sixth Avenue, Lakewood, CO 80228.*

## **Questions NOT to ask during an interview**

1. What is your age?
2. What is your date of birth?
3. Do you have children; if so, how old are they?
4. Which church (if any) do you attend?
5. Are you married, divorced, widowed or separated?
6. Have you ever been arrested?
7. What kind of military discharge do you have?
8. What clubs/organizations do you belong to?
9. Do you rent/own your own home?
10. What does your spouse do for a living?
11. Who lives in your household?
12. Have your wages ever been garnished?
13. What was your maiden name?
14. Have you ever filed any worker's compensation claims?
15. Would your spouse object to you working evening/weekends?
16. Do you have any objections to working Sundays and/or holidays?
17. Do you have any conditions that will prohibit you from performing this job?

# PART-TIME EMPLOYEE PERSONNEL ACTION DOCUMENT

Name \_\_\_\_\_ S# \_\_\_\_\_  
(Last) (First)

Effective Date \_\_\_\_\_ Department \_\_\_\_\_ Position# \_\_\_\_\_

☐ Adjunct Instructor ☐ Variable-Hour ☐ Student-Hourly ☐ Work-Study ☐ Temporary Classified

## EMPLOYEE STATUS CHANGE

### Reason

- ☐ Classification Change From \_\_\_\_\_ To \_\_\_\_\_
- ☐ Salary Rate Change\* From \_\_\_\_\_ To \_\_\_\_\_  
\*Biweekly rate changes require second level supervisor and H.R. representative approval.
- ☐ Departmental Transfer (include ORGs) From \_\_\_\_\_ To \_\_\_\_\_
- ☐ Home or Timesheet ORG Change From \_\_\_\_\_ To \_\_\_\_\_
- ☐ Position Number Change (Work Study) From \_\_\_\_\_ To \_\_\_\_\_
- ☐ Title Change From \_\_\_\_\_ To \_\_\_\_\_
- ☐ Supervisor Change within department – Utilize Supervisor/Approver Change Form

## FUNDING ORG CODE CHANGE\*

From: ORG CODE \_\_\_\_\_ Percent \_\_\_\_\_ To: ORG CODE \_\_\_\_\_ Percent \_\_\_\_\_

\*Requires signature of supervisors from both departments. Employee's signature not required.\*

## SEPARATION FROM EMPLOYMENT

Last Date Worked \_\_\_\_\_

☐ **Dismissal** (Contact the Human Resources office before initiating any dismissal actions.)

Dismissals: Explanatory documentation and second level supervisor signature is required.\*

☐ **Resignation** (Please Include resignation letter) ☐ **End of Temporary Appointment** ☐ Terminate Banner Access?

## SIGNATURES

Employee, supervisor and HR signature required by default for all changes unless specified above.

Employee Signature \* \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

HR Signature \_\_\_\_\_ Date \_\_\_\_\_

Second Level Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_  
\*(When required)

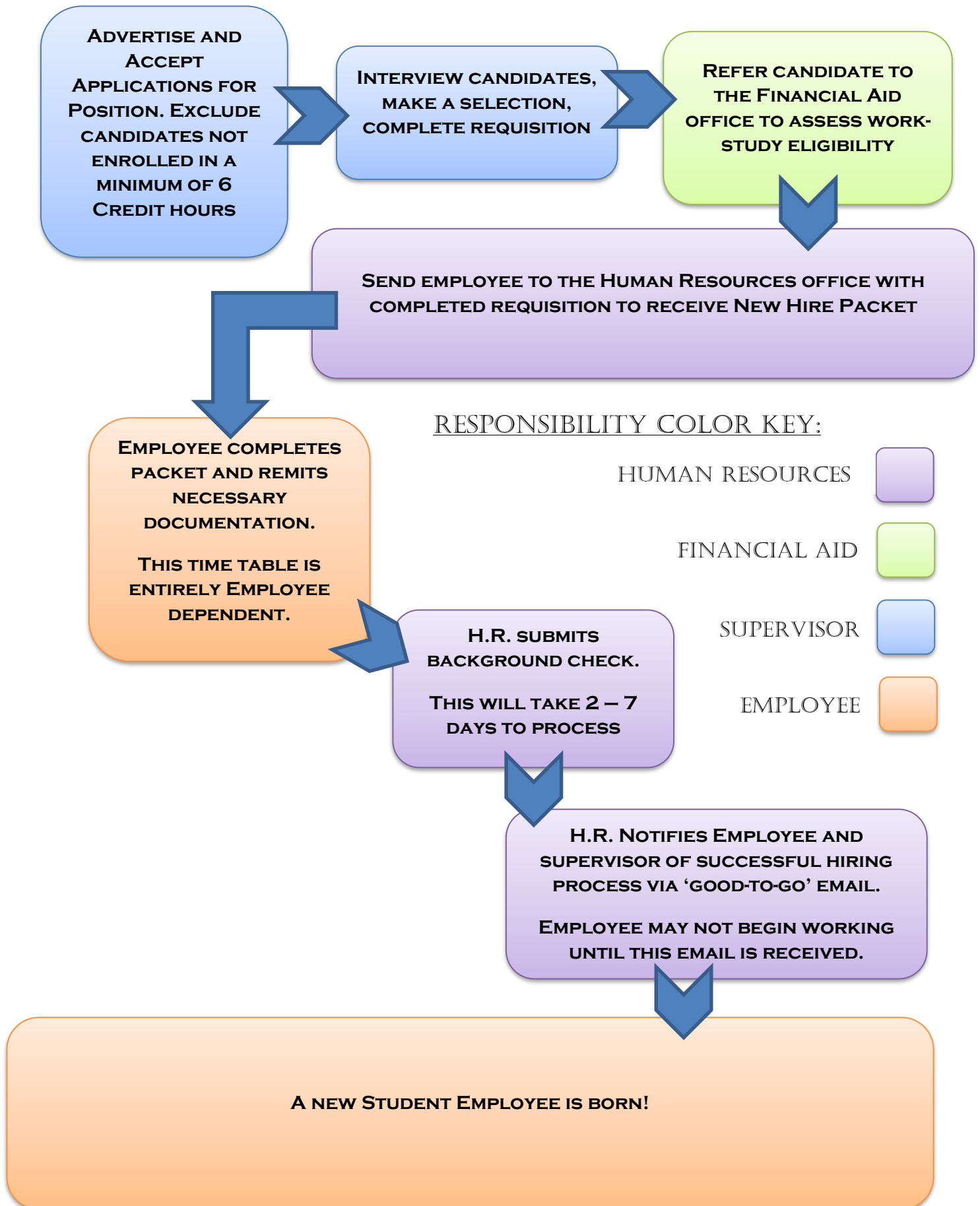
<input type="checkbox"/> NBAPOSN	<input type="checkbox"/> PPACERT	<input type="checkbox"/> PDABCOV	<input type="checkbox"/> IT	<input type="checkbox"/> PTRUSER (supervisor OT eligible)
<input type="checkbox"/> NBAPBUD	<input type="checkbox"/> NBAJOBS	<input type="checkbox"/> GXADIRD	<input type="checkbox"/> PEALEAV <input type="checkbox"/> LEAVE ADJ	<input type="checkbox"/> NBAORGN
<input type="checkbox"/> PPAIDEN	<input type="checkbox"/> PDABDSU	<input type="checkbox"/> Ins Enroll/Term	<input type="checkbox"/> PEAESCH	<input type="checkbox"/> Copy for Payroll
<input type="checkbox"/> PEAEMPL	<input type="checkbox"/> PDAEDEN	<input type="checkbox"/> BenefitSolver	<input type="checkbox"/> NTRRQUE (1 person, hrly)	<input type="checkbox"/> BDM Scanned
<input type="checkbox"/> PPAGENL	<input type="checkbox"/> PDABENE	<input type="checkbox"/> Update Distro Lists	<input type="checkbox"/> NBAJQUE (multiple people on same #, hrly)	40 AUDIT _____

(BW-PAD REV 06.15.2016)

HR COPY-WHITE

PAYROLL COPY-YELLOW

## WORK-STUDY AND STUDENT-HOURLY HIRING PROCESS



# RED ROCKS COMMUNITY COLLEGE

## HOURLY, BIWEEKLY EMPLOYEE TIMESHEET

**REQUIRED** – Please check appropriate reason for paper vs electronic timesheet:

\_\_\_\_ Electronic timesheet not available to employee

\_\_\_\_ Electronic timesheet not in supervisor list

\_\_\_\_ Exception granted (SACC only multiple org codes)

\_\_\_\_ Missed deadline for entry

\_\_\_\_ Other \_\_\_\_\_

PLEASE PRINT CLEARLY

NAME: \_\_\_\_\_  
(LAST) (FIRST) (INITIAL)

S - NUMBER: \_\_\_\_\_

DEPARTMENT EMPLOYED BY: \_\_\_\_\_

POSITION: \_\_\_\_\_ BANNER ORG CODE: \_\_\_\_\_

TOTAL HOURS WORKED PER DAY (Round off to the nearest quarter hour in decimal format \*)

	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	TOTALS		
1ST WEEK DATES →								REG	O/T	
WEEK ENDING / /										1ST WEEK TOTALS
WEEK ENDING / /										2ND WEEK TOTALS
2ND WEEK DATES →										PAY PERIOD TOTALS

REG HOURS \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
RATE GROSS PAY

I hereby certify that the hours reported above are an accurate account of my work hours.

EMPLOYEE'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ EXTENSION \_\_\_\_\_

I hereby certify the hours reported above are an accurate account of the hours worked by this employee in my department.

SUPERVISOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ EXTENSION \_\_\_\_\_

NOTE: All paper timesheets must be turned in by the supervisor

Any person who knowingly makes a false statement or a misrepresentation on this form shall be subject to disciplinary action and also may be subject to a fine of not more than \$10,000 or imprisonment for not more than five (5) years, or both, under provision of the United States Criminal Code.

SUPERVISOR NOTE: PLEASE RETAIN A COPY OF THIS TIMESHEET FOR YOUR FILES.

### FOR ACCOUNTING USE ONLY

\* CONVERT MINUTES TO DECIMALS

15 MIN. = .25

30 MIN. = .50

45 MIN. = .75

Audited by \_\_\_\_\_ EARNINGS CODE \_\_\_\_\_

# SAMPLE DEPARTMENT TEMPLATE

Employment Expectations for all Student Employees  
(Customize to your Department)

## Department Mission Statement

## DEPARTMENT EXPECTATIONS OF STUDENT EMPLOYEES

- **Reliability:**
  - Report to work on days scheduled
  - Report to work on time
  - Call direct supervisor if unable to report to work, or if reporting to work late.
- **Discretion:**
  - Confidentiality is required when dealing with student records as well as all facets of responsibilities
  - Use good judgment in appropriate office behavior
  - Keep personal conversations to a minimum, in the office setting, as well as in contact with customers
  - Maintain a professional demeanor while at work.
- **Follow Directions**
  - Be receptive to constructive suggestions given by office staff.
  - Follow office policies and procedures.
  - Never hesitate to ask questions!
- **Honesty and Integrity**
  - Record correct hours worked on timesheets.
  - When mistakes are made (we ALL make them!) talk with supervisor about correcting the mistake.
- **Dress Code**
  - Reasonable jeans are allowed – no cutoffs or shorts
  - No crop tops
  - No short skirts or tee-shirts with offensive writing on them
  - Business/Professional attire preferred
  - Long hair is to be pulled back, away from face

## SKILLS NEEDED for EMPLOYMENT

- **Add skills**

## WHAT CAN STUDENT WORKERS EXPECT FROM US?

- Thorough training
- After a successful work experience in the Office, student workers can expect a reference/recommendation for future employers. A great resume-builder!
- Periodic performance reviews – an opportunity to visit with your supervisor, and review your progress.
  - Two weeks after date of hire \_\_\_\_\_
  - Monthly, thereafter \_\_\_\_\_
- Mutual respect!
- Flexibility (within reason) with work schedule, especially around student's final exams and necessary personal appointments (i.e. dentist, doctor, etc)

\_\_\_\_\_  
Student Employee Signature

\_\_\_\_\_  
Date

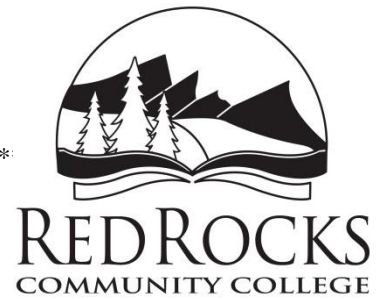
\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

# MEMORANDUM

\*\*\*\*\*

To: STUDENT  
From: SUPERVISOR  
Date:  
Subject: Corrective Action - ISSUE



This memo is intended as a written letter of corrective action concerning the following performance problem:  
ISSUE

## Observed behavior and necessary corrective action:

- On DATE, DETAILS OF ISSUE
- NECESSARY ACTION TO CORRECT ISSUE
- CONSEQUENCES OF FAILURE TO CORRECT

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

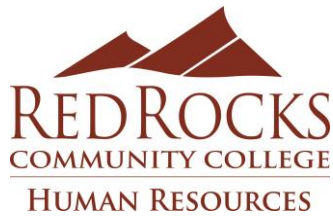
\_\_\_\_\_  
Second Level Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date





**OFFICIAL RESIGNATION LETTER**  
Instructor/Hourly/Student Employee

I, \_\_\_\_\_, of my own free will, hereby resign from the position of \_\_\_\_\_  
in the division of: \_\_\_\_\_.

Reason:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

My last working day will be/was \_\_\_\_\_.

\_\_\_\_\_  
Employee Signature Date

Accepted ☐ \_\_\_\_\_  
Supervisor Signature Date

Please submit completed form to Human Resources two (2) weeks prior to last day of work.

Red Rocks Community College – 13300 West Sixth Avenue, Lakewood CO 80228

## STUDENT HOURLY/WORK-STUDY EMPLOYMENT REQUISITION

### Employee Status

- ☐ New  
☐ Semester Renewal  
☐ Rehire

### Employee Class (Determined by the financial aid office)

- ☐ Departmental Student Hourly  
☐ Work-Study – Award: Fall \$ \_\_\_\_\_ Spring \$ \_\_\_\_\_

Award Year: \_\_\_\_\_ Award Expiration Date: \_\_\_\_\_

### Candidate Information:

Candidate Name: \_\_\_\_\_ Candidate S-number: \_\_\_\_\_

Candidate Phone: \_\_\_\_\_ Candidate E-mail: \_\_\_\_\_

### Department/Supervisor Information:

Supervisor Name: \_\_\_\_\_ Supervisor S-number: \_\_\_\_\_

Department: \_\_\_\_\_ Extension: \_\_\_\_\_ Box Number: \_\_\_\_\_

Supervisor E-mail Address: \_\_\_\_\_ Supervisor Room Number: \_\_\_\_\_

### Position Information:

**\*Please see the 'RRCC Student Compensation Matrix and Hiring Guide' for position and wage information\***

Requested Position Title: \_\_\_\_\_

### Level and Tier information:

Requested position level: ☐ Level I ☐ Level II ☐ Level III\* ☐ Level IV\*

Has the student worked one academic year and met the qualifications for a performance based wage increase? ☐ Yes

**\* Requisitions for level III and level IV employees must be accompanied by the associated position description.**

Requested Start Date: \_\_\_\_\_ Requested End Date: \_\_\_\_\_

Home (timesheet) org code: \_\_\_\_\_ Payment org (if different from home org): \_\_\_\_\_

**THIS DOCUMENT WILL NOT BE ACCEPTED WITHOUT ALL SIGNATURES**

Supervisor Signature: \_\_\_\_\_ S-number: \_\_\_\_\_ Date: \_\_\_\_\_

\*Org Owner Signature: \_\_\_\_\_ S-number: \_\_\_\_\_ Date: \_\_\_\_\_

Financial-Aid Signature (Work-Study only): \_\_\_\_\_ Date: \_\_\_\_\_

**\*I authorize org \_\_\_\_\_ to be charged if/when an employee's work-study funds are exhausted\***

### Human Resources Use Only

Final approved pay rate: \$ \_\_\_\_\_ Effective Date: \_\_\_\_\_ Exempt/Non Exempt: \_\_\_\_\_

Scheduled term date: \_\_\_\_\_ Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

☐ PPAIDEN ☐ PEAEMPL ☐ NBAJOBS ☐ NBIJQUE ☐ PDABDSU ☐ PDAEDN ☐ GXADIRD

# RED ROCKS COMMUNITY COLLEGE

## STUDENT COMPENSATION MATRIX

### AND HIRING GUIDE

2018	TIER I	TIER II	TIER III
LEVEL I	\$10.20	\$10.45	
LEVEL II	\$10.50	\$10.75	\$11.00
LEVEL III	\$11.00	\$11.25	\$11.50
LEVEL IV	\$12.00	\$12.25	\$12.50

\*pay matrix validity subject to legislative changes and minimum wage rules\*

Red Rocks Community College approaches student employment with the good-faith philosophy that campus work should be of great benefit to both our students and the institution. We believe that fairly compensated, scholastically focused work can increase engagement and expedite skill development while improving retention and student success. The limits of this matrix also reflect our conviction that student employment should complement a student's educational goals without replacing them or unduly extending a student's tenure with the college.

The **pay level** for a given position is determined by the position duties and minimum qualifications. Any position listed as level III (or above) requires the approval of the Human Resources office. The decision to hire a student employee is subject to available budget and the approval of an org owner as well as the Human Resources Office.

An employee becomes eligible for a **tier level** increase once per academic year (having worked an entire fall and spring semester), contingent upon supervisory recommendation. If an employee begins a new position outside of the department and type of work in which they had received a previous tier increase, their rate will revert to the tier I rate in the new position. A student will carry their level and tier across calendar years and will inherit whatever pay level increase is indicated by the student compensation matrix.

#### General description of levels:

**Level I** – Entry-level position, great for employees with little or no work history. Employee is closely supervised while working. Employee has no access to sensitive information and is not given substantial responsibility. Employee is not expected to make decisions independently. Customer service duties are conducted under supervision.

**Example positions:** Clerical Assistant I, Lab Assistant I, Grounds, Utility Worker, Data Entry Assistant I, Shop Assistant I, Student Life Assistant I. etc.

**Level II** – Employee may have some outside work experience in the field. Employee is supervised, though may work independently. Employee may represent the department in basic customer service communications within the college. Employee may work with expensive equipment or sensitive information and is aware of FERPA and all other pertinent regulation. Customer service duties are usually conducted under supervision.

**Example Positions:** A.V. Assistant, Clerical Assistant II, Utility Worker II, Lab/Shop Assistant II, Student Ambassador, Financial Aid Assistant, etc.

**Level III** – Employee has outside work experience in the field, applicable education and/or a skill-set commensurate with increased expectations associated with Level III positions. Employee regularly acts as a customer services representative in the department, within the college and to some outside entities. Position requires independent work with consistent access to a supervisor. Position takes on a limited leadership role among other student employees in the department. Employee works with expensive equipment or sensitive information and is aware of equipment handling/operational procedures, FERPA rules and all other pertinent regulations. Customer service duties can be conducted independently and competently. New Level III employees will be reviewed by the human resources office to confirm level eligibility.

**Example positions:** IT Shift Leader, Lead Student Ambassador, Utility Shift Leader, Financial Aid Shift Leader, etc.

**Level IV** – All requirements of Level I, II and III positions are applicable to Level IV positions. Employee has substantial outside work experience in the field, applicable education or an advanced skill-set commensurate with increased expectations associated with Level IV positions. Employee regularly and independently acts as a customer services representative in the department, within the college and to some outside entities. Employee has regular access to a supervisor, but can work independently. Position may require independent leadership of other student employees to include schedule making and small project coordination. Position requires independent, consequential decision-making. Employee expertly works with expensive equipment or sensitive information and is skilled in equipment handling/operational procedures, FERPA rules and all other pertinent regulations. Position requires substantial special skills. New Level IV employees will be reviewed by the human resources office to confirm level eligibility.

**Example Positions:** Shop Monitor, Advanced Office Support, Lab Specialist, Multimedia Production Assistant, Videographer I, America-Reads Program, etc.

**Hiring an individual at the level III or IV rate requires review by the Human Resources office based on qualifications including (but not limited to) the above.**

## Established student positions\*:

- Audio/Visual Assistant      • Lab/Shop Assistant      • Student Voice      • Data Entry Assistant
- Clerical Assistant      • Library Assistant      • Utility Worker      • Student Ambassador
- Computer Lab Assistant      • Student Life Assistant      • Tutor

\*Position descriptions not required for established positions, level I or II.

Student Position Title Key, 2018:

<b>Effective Date:</b>	03-JAN-2017	📅	
<b>Personnel Date:</b>	03-JAN-2017	📅	
<b>Status:</b>	Active		
<b>Title:</b>	WS-AC Comp Lab Assistant II-I		

<u>Type of employment</u>	<u>Department</u>	<u>Title</u>	<u>Level</u>	<u>Tier</u>
SH – Student Hourly	2 or 3 Letter abbreviation	Custom or Established	I - IV	I - III
WS – Work-study			Based on Duties	Based on Merit/Time