



FORT LEWIS COLLEGE

STUDENT EMPLOYEE RIGHTS AND RESPONSIBILITIES

1. You must complete a USCIS Form I-9, Internal Revenue Service (IRS) W-4 Form, and Statement Concerning Social Security before you may begin work.
2. Your employer must provide appropriate training and a clear, complete job description.
3. You and your employer must abide by the Fort Lewis College Student Employment Handbook policies and procedures located online through the Office of Human Resources.
4. You are encouraged not to work more than 20 hours per week when school is in sessions. Set a work schedule with your supervisor and abide by it. Arrive on time and contact your supervisor as much in advance as possible when illness or an emergency prevents you from working.
5. You must respect the right to confidentiality if you work with a student, faculty or staff private records during the course of your job. Violation of the right to confidentiality is grounds for immediate dismissal from your job and additional disciplinary action that could result dismissal from the college.
6. You are paid an hourly wage that is at least Colorado minimum wage. Your pay is assigned according to the Fort Lewis College Pay Plan located in the Student Employment Handbook and is listed on your contract. You may ask for an evaluation, and periodic pay increase based on merit if your evaluation outcome is above average or outstanding, after your first full semester of employment.
7. **Pay periods are every two weeks with a two-week lag in pay with the work week being Saturday-Friday.** The payroll calendar can be found at www.fortlewis.edu/payschedule. **You must complete and submit your timesheet on WebOpus by the end of the pay period in which you work every two weeks.** Hours not submitted by the deadline must be submitted on a paper timesheet requested from HR and will be paid with the next payroll cycle. Failure to submit a timesheet for two consecutive pay periods may result in suspension of your employment contract.
8. **Checks are disbursed at the Skyhawk Station every other Friday according to the payroll schedule.** You may sign up for direct deposit at any time by completing a direct deposit form and including either a voided check or bank document with routing/account information at the Skyhawk Station, Payroll Office-140 Berndt Hall, or the Office of Human Resources-210 Berndt Hall.
9. You may work than one job at FLC simultaneously under multiple CARFs (institutional contract) from your supervisor or by requesting a split work study contract for work study students only from the Skyhawk Station. You are not allowed to work over 40 hours in a work week or 12 hours in a day combined with all your FLC jobs without prior approval from your supervisor.
10. **WORK STUDY STUDENTS ONLY:** You must meet the Office of Financial Aid Satisfactory Progress Requirements to maintain work study eligibility.
 - A standard work study award allows you to work an average of 5-10 hours per week and you are encouraged not to work more than 20 hours per week when school is in session. As a work study student, you are not allowed to work overtime (40+ hours in a work week or 12+ hours in a day).
 - You may not earn more than the total amount of your work study award, shown on your award letter, per academic year. You may not earn over the work study amount allocated for the fall; however, if you have unearned work study at the end of the fall semester, you can earn it during the spring semester. You may not earn work study after the last day of finals for the spring semester. Work study awards not used during the academic year are forfeited.
 - All work study students are required to be enrolled in at least 12 credits per term in order to maintain work study eligibility.

Student employment gives you a chance to gain experience, learn new skills, and develop valuable contacts. Please feel free to discuss any concerns you have with your supervisor and/or the Office of Human Resources, 210 Berndt Hall.