

**Campus Administrative Policy**

**Policy Title: Student Employee Work Hours**

Policy Number: 4015                      Functional Area: **Human Resources**

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Effective: July 1, 2015  
Date Last Amended/Reviewed: N/A (New Policy)  
Date Scheduled for Review: July 1, 2022  
Supersedes: N/A (New Policy)

Approved by: Vice Chancellor for Administration and Finance

Prepared by: Assistant Vice Chancellor for Human Resources  
Reviewing Office: Executive Vice Chancellor for Administration and Finance |  
CFO, University of Colorado Anschutz Medical Campus  
Senior Vice Chancellor for Administration and Finance |  
CFO, University of Colorado Denver

Responsible Officer: Executive Vice Chancellor for Administration and Finance |  
CFO, University of Colorado Anschutz Medical Campus  
Senior Vice Chancellor for Administration and Finance |  
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Applies to: CU Anschutz  
CU Denver

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**A. INTRODUCTION**

The University of Colorado Denver | Anschutz Medical Campus (“the university”) has adopted certain requirements and guidelines for student employees. The University of Colorado, including the Anschutz, Boulder, Denver and Colorado Springs campuses as well as the CU system office is one employer for the purpose of counting student employee work hours. Additional information regarding student employment is available in the [Student Employment Handbook](#) located on the Financial Aid & Scholarships Office website.

**B. POLICY STATEMENT**

1. Maximum work hours allowed.
  - a. Multiple positions.
    - 1) All campuses and system administration of the University of Colorado and all departments, colleges, centers, divisions or other degree or non-

degree units are considered one employer under Internal Revenue Service rules.

- 2) Students working in more than one position at a University of Colorado campus and/or system administration of the University of Colorado are required to:
  - (a) Disclose current CU employment at the time of application for any subsequent CU jobs. Should the student employee be offered additional jobs, s/he must inform his or her other supervisor(s) and gain their approval prior to accepting any offer.
  - (b) The first department currently employing a student is the primary department. The student's supervisor in this department will be considered the supervisor of record.
  - (c) Additional disclosure to the supervisors is required any time the student employee changes positions.
- b. The number of hours a student employee may work in all positions combined (the aggregate of a student employee's multiple positions in multiple departments for any University of Colorado employer) is limited as follows:
  - 1) Fall and spring semesters: For the purpose of this policy, the fall semester is defined as August 15 through January 1 and the spring semester is defined as January 1 through May 15. The maximum number of hours a student employee may work during a fall or spring semester is 25 hours per week or 50 hours per bi-weekly payroll period, provided no single week in that period exceeds 40 work hours.
  - 2) Summer: For the purpose of this policy, summer is defined as May 15 through August 15. The maximum number of hours a student employee may work during the summer is 40 hours per week.
- c. Student employees exceeding the work hour limits established above may become eligible for employee health benefits under the Affordable Care Act. Employee Services will notify the student and primary supervisor of such eligibility.
- d. Exception: The employing department head(s) may determine that the department(s) business purposes or work objectives cannot be accomplished within the work hour limits established above.

## 2. Consequences

- a. Supervisors are responsible for communicating this policy to their student employees and student employees are responsible for communicating with the supervisor(s) if they are no longer students or are scheduled to work more than the maximum total work hours allowed for all jobs.
- b. In the event a student employee becomes eligible for employee health benefits under the Affordable Care Act, employer benefits contributions will be proportionately charged to the department(s) where the student was employed when the limits were exceeded, regardless of where the student is currently employed.

- c. Departments may be also subject to additional administrative charges as violation of this policy subjects the University to additional exposure under the Affordable Care Act.

## Notes

1. Dates of official enactment and amendments:

July 1, 2015: Adopted and Approved

March 5, 2020: Reformatted

2. History:

July 1, 2015: New Policy

March 5, 2020: Reformatted to new format as stipulated in Campus Policy 3000, April 2018 version.

3. Initial Policy Effective Date: July 1, 2015

4. Cross References/Appendix: N/A