Student Employment • Office of Financial Aid   t: 303 492 5091
77 UCB • Boulder, Colorado 80309-0077   e: studentemployment@colorado.edu
www.colorado.edu/studentemployment

CU University of Colorado
Boulder

REQUEST TO HIRE A NON-CU STUDENT

Student jobs at CU Boulder are intended for CU Boulder students and every attempt should be made to hire CU students. In the event you are unsuccessful filling your position with a CU student, you may request to hire a non-CU student.

Date:_____

Student Name: _____   Student's Employee ID (if already assigned):_____

Supervisor:_____   Email: _____

Payroll Liaison:_____   Email: _____

UCB Department: _____   Phone: _____

PLEASE DO NOT USE THE STUDENT'S SOCIAL SECURITY NUMBER ON THIS FORM

Is this person:

☐ a high school student*   <u>OR</u>   ☐ attending another postsecondary institution*

School Name: _____

*Please include a copy of the student's schedule at their institution for the term they will be working at CU along with documentation of your attempt to hire a CU student. For summer approvals, the student does not need to be enrolled in the summer, but we must be able to verify their enrollment in the previous spring and upcoming fall terms so you will need to submit the two schedules, unless otherwise directed by CU Student Employment.

CU Position Title: _____

Student Employment job number, if posted with our office, and date(s) of posting. If job was not posted with our office, we will need a copy of the job posting and date(s) of posting to verify your attempt to hire a CU student. Due to the Colorado Equal Pay for Equal Work Act (CEPEWA), the job must have been posted for a minimum of 3 business days on your website or on our studentjobs portal and met the CEPEWA requirements (job title, job description/summary, job contact, and pay rate or range). Linking to our page for pay rate/range will not meet requirements since our pay rate/ranges may change annually:_____

Please explain how your department has attempted to hire a CU student for this position and/or why you are not hiring a CU student for this position._____

Proposed Pay Rate: _____   Average Weekly Hours:_____
(Must fall within UCB Student Assistant pay ranges, and average no more than 25 hours per week)

Is this person related to anyone in the department? If so, please explain. See the university's nepotism policy. _____

What skills does this person offer for this position that you were unable to find among the CU students who applied?

Please indicate the anticipated date of employment: ☐ Fall 20___   ☐ Spring 20___   ☐ Summer 20___
Only select one term for approval. You will need to submit a new form and new class schedule for each term for approval.

Your department will be notified if your request is approved or denied. If approved, you will receive specific instructions on how to set them up in HCM.

Please submit your form to Student Employment at studentemployment@colorado.edu