



GRADUATE STUDENT APPOINTMENT MANUAL

2023-2024

This Graduate Student Appointment Manual will provide you with the salary and tuition information you will need to appoint graduate students for the academic year 2023-2024.

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Graduate Student Assistants

Graduate Assistantships provide a supervised opportunity for graduate students to gain experience in teaching or research while receiving wages.

The University views graduate students serving in assistantships first and foremost as students. Consequently, the goal of any assistantship must be to aid the student in the successful completion of the graduate degree.

Graduate students who serve in one of these positions are paid on term-based contracts according to the salary ranges found on the [Graduate Assistant Salary Spreadsheets](#) or by approved alternative salary. In addition to salary, graduate students receive tuition support through tuition remission and may be eligible for dental insurance and a health insurance subsidy.

Graduate students who are on leave or in a professional master's program are not eligible for graduate assistantships.

DEFINITIONS

Graduate Awarding Form – Scholarship services used by departments to pay tuition, fees, insurance or a flat amount to Graduate Students. Available on Office of Financial Aid website <https://www.colorado.edu/scholarships/forms/administrator-forms>. If you have any questions, please contact grad_isaf@colorado.edu.

Tuition Remission - Part of the compensation package for all students on qualifying appointments. Students receive a certain amount of tuition coverage depending on the percentage of their appointment.

JOB CODES FOR GRADUATE STUDENT ASSISTANTS

1502 Graduate Assistant (GA)

Graduate students who have assignments within the department but are not directly involved in instruction. [OBJ]

1503 Graduate Part-Time Instructor (GPTI)

Graduate students who must have master's degree or equivalent and have demonstrated competence in classroom teaching. GPTIs generally are given full responsibility for an undergraduate class and designated the instructor of record. The activities may include preparing the course syllabus, instructing their class, holding office hours, determining of grades, etc. The state of Colorado oath must be signed by all active GPTIs and kept in their home department.

1505 Research Assistant (RA)

Graduate students assisting with and performing research, writing up results of experiments, presenting findings at conferences, etc.

1506 Teaching Assistant (TA)

Graduate students who supervise and lead quiz sections, discussion sections, recitations or laboratory sections, serve as class assistants, or perform comparable activities. Each TA must be under the guidance of a particular professor(s) designated by the department chair or his/her delegate. TAs are not placed in overall charge of courses.

OTHER GRADUATE LEVEL POSITIONS

3204 Pre Doc-Trainee (Fellowship)

Graduate students on training grants or fellowships— no service to the university is expected. Payment allows for student to continue their education. Because this is not an employee of the university taxes are not withheld, nor does the student receive any tax documentation. Students should check with the IRS for guidance on how to report fellowship income. Not eligible for tuition remission but may be eligible for dental insurance. [OBJ]

GRADUATE SCHOOL POLICIES ON GRADUATE STUDENT ASSISTANT APPOINTMENTS

All qualifying graduate appointments include salary, tuition coverage (the amount of which is dependent on the percentage of appointment), and for appointments over 20% partial coverage of the insurance premium¹, dental insurance, and full coverage of mandatory student fees.

Eligibility

In order to be eligible to hold a graduate assistant appointment students must be currently enrolled full-time as a regular, degree-seeking graduate student on the CU-Boulder campus.

- A Student enrolled in a professional program is not eligible to hold an appointment (e.g., JD, MBA) unless they are enrolled in a dual-degree program with a traditional graduate program.
- A student enrolled in a Professional Master's Program (PMP) is not eligible to hold an appointment unless they are enrolled as a dual-degree student with a traditional PhD program.
- A student admitted as a provisional degree student is not eligible to hold an appointment without special permission until they are no longer considered provisional.
- At the discretion of their supervisor and/or home department, graduate students on academic probation may lose their eligibility to hold a graduate level appointment (TA, RA, GPTI, GA). Graduate School level permission is no longer required.
- Concurrent (BA/MA) students are not eligible to hold a graduate student appointment until they are considered to be at graduate student status as defined by the Graduate School.
- If the work involves export-controlled technology, employment may be contingent upon obtaining an export license from the Departments of State, Commerce or Treasury. The Office of Export Controls (303-492-2889) can assist in making this determination and applying for a license.

¹ The one exception to the insurance contribution is if insurance is added in the summer term when the student did not have coverage in the preceding spring.

- A status J1 or F1 international student must have appropriate authorization for any work and not be employed for more than 20 hours per week while classes are in session (see <http://www.colorado.edu/oie/cu-boulder-hiring-departments/hiring-f1-or-j1-international-student> for more information). No exceptions.
- Graduate Students Assistants are not eligible for paid vacation leave; however, they receive all university holidays as paid leave.
- Qualifying graduate assistants may be eligible for [paid parental leave](#).
- Graduate Students Assistants are eligible for [sick leave](#).
- A student on appointment must demonstrate adequate progress every semester toward her/his degree.
- Students on appointment must fulfill the requirements of the position in a satisfactory manner and behave in a professional manner or risk termination.
- Students with concerns regarding their assistantship position should contact their department chair or graduate director. If they still have concerns, they may contact the Graduate School.

Appointment Procedures

The Graduate School requires letters of appointment for all graduate students, regardless of the type of the appointment – GA, TA, GPTI, and RA. These letters may be for a semester or the entire academic year but all contracts in HCM must be on a semester basis during the AY. These letters must indicate percentage of time, salary, period of appointment, maintenance of academic progress, etc. Academic year letters must contain a clause that the second semester appointment is based on the student's adequate academic progress and adequate performance in their appointment. The offer letter template can be found at: <https://www.colorado.edu/graduateschool/funding/funding-administration> .

When hiring a new graduate student, confirm that a social security number has been entered in SIS for the student. If the social security number is missing in SIS, HR will not be able to confirm enrollment and the student will be automatically enrolled in and charged for student retirement. To add a social security number, the student must call or make an appointment with an Enrollment Services Representative (ESR) in the Office of the Registrar.

International hires can complete the Form I-9 but will need to return to HR to submit their Social Security Number in order to be processed through the E-Verify system. During this time, the international hire can continue working if a temporary SSN is entered into HCM.

Regarding the HCM start date vs. I-9/ E-Verify “start date”, the start date used for I-9/E-Verify will be the day that employees are physically here for work. Our interpretation of the rule is that the 3-day window begins when the employee is actually working on campus. For example, this year the HCM entry will be 08/15, but the employee may not actually arrive and begin working until the 1st day of classes. This 3-day window will begin each year on the 1st day of classes.

A student may not be appointed for more than 50% time while classes are in session during the academic year.

Incoming graduate students may not hold a student appointment until their first semester as an enrolled student. If a department wants to hire a student for the summer preceding their admit term, they should do so using a non-student position.

Within a department, and as far as possible throughout the University, graduate appointees holding the same type and level of service appointment should have equal workloads.

All graduate students must be paid at the campus standard rate set by the Graduate School each spring. Any deviation in this rate must be approved by the senior assistant dean of the Graduate School or designee prior to hire.

Auxiliary enterprises interested in hiring graduate students into one of these job classes are encouraged to do so through an academic department. In such cases the auxiliary enterprise will be responsible for providing the hiring department with salary, fringe benefits, and the resident portion of the student’s tuition.

Students hired into security sensitive positions (this is very rare for graduate appointments) may require a background check before being employed. You may view the complete policy at: <http://www.colorado.edu/policies/background-check-policy>

Since students are not eligible/entitled to fringe benefits they cannot receive benefits in exchange for work such as retirement, vacation, sick leave, snow days, unemployment and/or paid holidays.

Appointment Terms

Appointment periods: Appointments in HCM must be entered on a per term basis. These positions are paid on a contract basis and are paid out at the last day of each month of work. Appointment begin and end dates for the contracts are as follows:

Fall Semester 8/15/YR-12/31/YR
Spring Semester 01/01/YR-5/15/YR

TA & GPTI Appointments

In making teaching assignments, factors such as course difficulty, necessary class preparation time, as well as number of in-course hours, should be considered. The percentage of appointment **must be equated to the number of hours the graduate student is expected to work**. For example, a student who is appointed for 50% can be expected to work no more than 20 hours per week. These 20 hours must include all duties necessary for the completion of the student's teaching assignment, i.e., office hours, in-class time, grading, and preparation time.

The department should endeavor to provide teaching appointees with facilities needed for satisfactory conduct of their duties, e.g., office space and access to telephones.

The laws of the state of Colorado require that people employed to teach in any state university who are citizens of the United States affirm in writing that they will support the constitutions of the United States and of Colorado, and that they will faithfully execute the duties of their employment. The state of Colorado oath must be signed by all active GPTIs and kept in their home department.

Similar to the Ethical Principles established under the [Faculty Professional Rights and Responsibilities](#), Graduate Students serving as Teaching Assistants and/or Graduate Part Time Instructors are expected to:

- a. treat students with understanding, dignity, and respect; maintain professional classroom decorum; and create a climate that fosters inquiry, learning, and inclusivity in the class;
- b. be able to justify, in terms of curriculum and student learning, all materials introduced into the classroom;
- c. prepare adequately for classes;
- d. meet classes as scheduled, although the faculty member's dean or academic leaders may approve occasional exceptions to holding class;

Examples of unacceptable conduct include:

- a. presentation, as part of a course, of significant amounts of material unrelated to its curriculum;
- b. evaluation of student work, in a course or a professional reference, by criteria not directly reflective of the student's performance as measured by standards applied uniformly to all students in the course (except as may be necessary to reasonably accommodate students with disabilities);
- c. failure to avoid an actual or perceived conflict of interest, or failure to disclose the conflict and to thereafter comply with any university-approved management plan designed to remove or mitigate the conflict;

- d. failure to evaluate and report the faculty member's assessment of the work of students in a timely manner so that students are able to correct and learn;
- e. failure to comply with university or college requirements regarding deadlines, scheduling of examinations, reporting grades, and evaluation of students;
- f. discrimination, harassment, or related retaliation in violation of university policy;
- g. sexual misconduct, including sexual harassment, sexual assault, intimate partner violence, or stalking in violation of university policy;
- h. workplace bullying pursuant to university policy; and
- i. intimidation of students or engaging in other conduct disrespecting the human dignity of student

RA/GA Appointments

RA appointments should be set up on a per semester contract basis during the AY and contract during the summer. Summer contract dates are 5/16-8/14.

A department may require a student to work during semester breaks. However, the department should notify the student as part of the terms of appointment if it intends to do so.

Similar to the Ethical Principles established under the [Faculty Professional Rights and Responsibilities](#), Graduate Students serving as Research Assistants are expected to:

- a. comply with professional and ethical standards that govern proposing, carrying out, and reporting results from research, acknowledging that research, scholarship and creative work may take many forms so long as it is presented in such a way that the work can be evaluated by peers in the faculty member's academic discipline;

Examples of unacceptable conduct include:

- a. research misconduct, including but not limited to plagiarism, falsification, or fabrication of data;
- b. failure to comply with established standards in one's discipline regarding author names on publications and creative work;
- c. failure to comply with federal requirements and university requirements regarding the protection of researchers, human subjects, and the public, and for ensuring the welfare of laboratory animals;
- d. failure to review and comply with applicable federal regulations and university requirements regarding the confidentiality and security of restricted research and controlled unclassified information;
- e. other serious deviations from accepted practices in proposing, carrying out, reviewing, or reporting results from research

Hourly Student Faculty Appointments

Hourly appointments may only be used for graduate assistant positions if the weekly time commitment is less than 5 hours and/or they will be employed for less than one month. They will be paid the equivalent of the hourly rate of \$32.20 per hour X # of hours in calculating the payment. There is no tuition remission, nor university contribution to insurance. Undergraduate Research Assistants are paid the equivalent of an hourly rate of \$24.15, there is no tuition remission, nor insurance contribution.

Exceptions

An exception to some of the regulations governing graduate student appointments may be warranted in special cases.

For a student to be appointed more than 50% in any capacity, the department must petition the Graduate School for an exception prior to the appointment begin date. This includes all types of appointments. A student may be appointed for 100% during the summer without filing an exception. International students may never be employed for more than 20 hours per week while classes are in session per visa regulations. For an appointment above 50% time utilize the petition form available on the Graduate School's funding administration site:

[https://www.colorado.edu/graduateschool/funding/funding-administration.](https://www.colorado.edu/graduateschool/funding/funding-administration)

Graduate School level approval is no longer required for students to continue working on their first semester of probation. For a request involving an appointment when the student is on academic probation *for more than one semester* departments may request exceptions by writing to the senior assistant dean of the Graduate School before the beginning of the appointment. Requests should come from department faculty or staff (not the student) and include the following information:

- a) Department support for the exception
- a) The proposed resolution of the problems causing the probation
- b) Departmental monitoring of academic improvement

NOTE: Spring semester probation/suspension lists are available the last week of December and both the student and the department will receive notification of the probation/suspension. Students placed on suspension must have their appointments terminated immediately.

Conflict Resolution

Whenever possible, graduate students and faculty in graduate programs should seek informal resolution of appointment conflicts. A list of campus resources that may be helpful in identifying and achieving resolutions can be found on the Graduate School [website](#).

If a student has concerns about appointment duties, time commitment, compensation, etc., these should first be addressed to the employment supervisor. If that is not feasible, or the graduate student is unsatisfied with the outcome they should speak to the employing department's Director of Graduate Studies (also commonly referred to as the Associate Chair).

Graduate director's responsibilities include ensuring fair and equitable treatment of graduate students and adjudicating any inconsistencies between the employment contract (e.g., employment offer letter) and actual scope of work. The graduate director will advocate on behalf of the student with the employment supervisor or other faculty if appropriate.

After working with the graduate director, if the student still feels that they have not obtained a successful resolution they may contact the Graduate School at graduate.school@colorado.edu to discuss further options.

If the issue is not resolved through informal avenues, a student may choose to file a formal [grievance](#) with their employing program. If the student is dissatisfied with the program level grievance decision, then the student may subsequently submit a [formal grievance to the Graduate School](#).

Responses to Unprofessional Conduct established under the [Faculty Professional Rights and Responsibilities](#),

1. General Principles

a. Responses to unprofessional conduct should be designed to address the unprofessional conduct in question proportionally. Responses, whether deemed informal responses or sanctions, may include, but are not limited to, a wide range of remedial actions such as voluntary apologies; educational programs such as anger management classes or training on university policies; restorative practices ranging from victim-offender mediation to conferences and circles; use of existing university mediation services (e.g., Ombuds Office or Faculty Relations); Help with informal resolution is available through the Ombuds Office and Faculty Relations.

b. The responses to findings of unprofessional conduct will generally be progressive, moving from informal attempts at resolution to formal sanctions. In some cases, however, unprofessional conduct may be so egregious that more, or the most, severe sanctions may be warranted regardless of whether any prior discipline occurred.

c. In all cases, responses to unprofessional conduct will depend upon the facts and circumstances of the particular instance of unprofessional conduct, including but not limited to the nature of the conduct, whether it was purposeful or negligent, whether it has been repeated or is likely to be repeated, the relative power dynamic between the parties, whether the Responding Graduate Student admits to the conduct and is remorseful, the harm resulting from the unprofessional conduct, and other relevant matters.

2. Informal Responses

a. Informal responses shall include, but are not limited to:

- a reminder to the graduate student of their professional responsibilities by emphasizing those responsibilities either orally or in writing; and
- an oral or written warning to the graduate student

3. Sanctions

Sanctions will be communicated to the Responding Graduate Student in writing and become part of their personnel file. Sanctions may include, but are not necessarily limited to, the following:

- a. written reprimand of the graduate student
- b. reassignment, temporarily or permanently, of the faculty member's office or other working space (with the appropriate consent of any academic unit affected);
- c. reassignment, temporarily or permanently, of the graduate student's courses or other duties;
- d. termination of employment of the graduate student

Employee Termination

Students are “**at will**” employees; this means the hiring department can terminate a student at any time. Student employees may also be terminated for performance related or disciplinary reasons.

We recommend that your department develop a termination policy and communicate it to your employees upon hiring. Some things you might want to consider when writing a policy are:

- What are grounds for immediate termination (e.g. breach in confidentiality, theft, etc.), and what are performance issues that you will give the student a period of time to correct? Please ensure that when beginning the termination process the student is duly informed through written communication and the reasons for the termination are clearly articulated.

TUITION REMISSION INFORMATION

Graduate students on qualifying appointments (salaried RA, GPTI, TA and GA positions) receive tuition remission as part of their compensation package.

Tuition Remission Eligibility

1. Graduate students who have received a graduate assistantship (TA, GPTI, GA, or RA) of at least 15% time.
2. Readers, Pre-Doc Trainee (fellowship) appointments, and Undergraduate assistants are **not** eligible.
3. As a benefit of holding a GA, GPTI, TA, or RA appointment, a student receives tuition remission based on the percentage of his/her appointment.
4. Students must be appointed a minimum of 15% time and work for a minimum of 12 weeks in a semester during the AY to be eligible for tuition remission. If a student does not work the minimum 12 weeks the tuition remission will be removed and the student

is responsible for the tuition and health insurance originally covered. The 12 weeks starts on the first day of classes in the fall and January 1 for spring.

5. Student must be employed on the Boulder campus
6. **Withdrawal from a course after the add/drop deadline without expunging the course will result in loss of tuition coverage for that course.** Please make sure students are informed of this rule!
7. Student must be enrolled in a main campus graduate program (students enrolled through a JD, MBA or Professional Master program are only eligible if they are enrolled as dual-degree students with a traditional grad program).
8. Entry of the tuition waiver in SIS triggers the students' enrollment in Dental Insurance for qualifying appointments. There is typically a 3-4 day lag between waiver entry and enrollment.

A student must use the tuition remission in the semester in which they hold the position. For example, a student with a fall 50% TA appointment cannot carry over the tuition remission to the spring semester. Tuition remission must be applied directly against actual tuition charges on the student's bursar bill. In order to comply with federal requirements it may not be paid out as a general scholarship or as an increase in salary.

It is recommended that tuition remission be entered prior to the date when students can view their billing information for that term in SIS. **Ensure** that it is entered prior to the [bill due date](#).

Hours Employed per Week	Tuition Coverage	Appointment Percentage
6	3 credit hours	15%
8	4 credit hours	20%
10	5 credit hours	25%
12	6 credit hours	30%
14	7 credit hours	35%
16	8 credit hours	40%
18-20	9-18 credit hours	45-50%

NOTE: Appointment percentages that fall between listed percentiles will always carry the tuition credit associated with the lower number. For example, a 38% appointment would carry a tuition credit of 7 credit hours.

Courses taken through Continuing Education, Extended Studies or Outreach programs do not qualify for tuition remission. Courses taken for no credit are not eligible for tuition remission.

Insurance

- a. Graduate assistant appointments of 20% or greater receive a university contribution to insurance benefits if enrolled in the Student Health Insurance Plan.
- b. Graduate assistant appointments of 20% or greater receive Dental Insurance at no cost to them.
- c. Students who select the Buff Value insurance plan will not receive an insurance benefit contribution.
- d. Students who are not enrolled for insurance in the spring and add it in the summer term will not be covered. If the hiring department wants to pay the insurance cost, they will need to contact the student health center directly to arrange payment.

Plan	Plan Cost per semester	Benefit Amount
AY 23/24 Gold	\$2,311	\$2,103

Fees

- a. Students working at or above 20% time will receive coverage of all mandatory student fees each semester.
- b. For more information refer to the [Bursar’s Office](#)

Tuition Remission for Non-Resident Students

While non-resident students are always charged non-resident tuition, employers will only be billed tuition remission expenses at the resident rate. The differential between the resident and non-resident rate is covered by the university.

All domestic non-resident graduate students (including permanent residents) **must** obtain Colorado in-state tuition classification prior to the start of their second year of employment as a graduate student. Instructions on how to apply for residency can be found on the registrar’s website: <http://www.colorado.edu/registrar/students/state-residency> . **Failure to do so will result in ineligibility for tuition remission, starting with the following semester.** As an example, a student who first starts working on a graduate appointment fall 2023 should have resident status for fall 2023. If they do not have residency by this time they will be given a one-semester “grace” period. Failure to achieve residency by spring 2025 will result in the student being ineligible to receive tuition remission.

International students are exempt from the residency requirement and the differential will be covered as long as they are on a qualifying appointment.

WRGP students are not required to obtain residency but must ensure that they are being billed at the in-state rate.

Non-resident students who are enrolled in credits exceeding the amount covered by their appointment will be charged tuition at the non-resident rate for those additional credits. For example, a non-resident student holding a 25% appointment is enrolled in 9 hours. The appointment will cover 5 credit hours and the student is responsible for the remaining 4 credit hours at the non-resident rate.

Retroactive Tuition Remission

In cases where a student retroactively adds credit hours to a past term, departments must submit the change of records form to the Graduate School. Once the hours are adjusted it is recommended that the department check the bill to make sure the retroactive tuition remission has been applied.

Tuition Remission Exception

For an RA appointment of less than 15%, if the student is being paid from a sponsored project, a Tuition Remission Exception form may be used to charge tuition in proportion to the actual effort on the sponsored project. A tuition waiver should not be entered in SIS. The total hours worked during the semester will determine the maximum tuition benefit amount allowable on the project. Further information on the process may be found on the form itself, which is available on the [Scholarship Services site](#).

Access to Enter Tuition Remission

All new and existing staff who process tuition remission and enter RA/TA waivers must request access by filling out section one of the CS and Document Management Access Form online and submitting it via email as an attachment to Bursar_Access@colorado.edu. The form and instructions for completing it can be accessed on the [bursar's website](#). Staff should also plan to complete the Introduction to SIS, FERPA, and Introduction to SIS SF lessons available in SIS. After staff members are granted access to the CS screens they can begin entering the RA/TA waivers. Step by step instructions on how to enter tuition remission in SIS can be found here: <https://www.colorado.edu/bursar-campus-resources/tuition-remission> Student billing staff will be available to help with questions over the phone and can be reached at (303) 492-5381.

GUIDANCE ON USE OF FELLOWSHIP JOB CODES

These job codes receive payroll stipends. A payroll stipend is any amount paid to an individual to defray expenses, typically educational or in the pursuit of study or research. Payroll stipends are not subject to withholdings (i.e., FICA and Medicare taxes).

There is no expectation of services (job duties) to the University that the person must perform in exchange for the payment. The University is acting as an educational or training advisor (not a personnel supervisor) providing guidance or educational oversight to an individual performing an activity. In other words, the University acts as a resource to an individual and the individual retains the right to decide how, where and when to perform the activity.

Job Code Definition

The following definitions for the Fellowship job codes, which receive payroll stipends, provide guidance on the characteristics of the position and identify accounting treatments.

- Pre-Doctoral (Pre-Doc) Trainee (3204) – Graduate students enrolled in a pre-doctoral program and participating on a training grant. No service to the University is expected. Payment allows for person to continue their education. The appointment is not eligible for employment benefits.
- Student Stipend (3205) – Trainees, who are not graduate students, but enrolled in high school or undergraduate programs and participating on a training grant. No service to the University is expected. Payment allows for person to continue their education. The appointment is not eligible for employment benefits.

Examples Where Fellowship Job Codes Should Be Used

The following are situations that would require the use of a Fellowship job code in order to pay a stipend.

Trainees paid on Federal Training Grants and Fellowships – Federal agencies award training grants and fellowships that require the payment of a stipend for the trainees participating in the training program.

Federally-sponsored Pre-doctoral Fellowships - Awarded under a national competition on the basis of a student's intellectual merit and the potential that the student and her/his proposed research may have for creating positive societal impacts. Pre-doctoral fellowships are typically portable, meaning the recipient may choose the educational institution and graduate program for which the fellowship will be utilized. Pre-doctoral fellowships typically provide multiple years of funding at nationally competitive rates to fully support the educational and living expenses of recipients in the early stages of their graduate programs. Most include a cost of education allowance in addition to the fellowship stipend.

Recipient of Training Fellowship from Private Organization – It is not uncommon for the University to be the sponsoring institution for an individual receiving a Fellowship from a private organization (e.g. American Heart Association) with the purpose of providing Post-Docs or Pre-Docs an opportunity to expand their research knowledge and training. The fellowship is given as a training award. The individual who received the fellowship is responsible for carrying out the research protocol with guidance from a University mentor. The mentor acts as a resource to the individual, but the individual retains the right to decide how, where and when to perform the activity.

Participant in a Department-Paid Training Program – An example is first year Graduate Students rotating through laboratories to receive training, but not performing any services for the University.

Institutional graduate fellowships – May be offered by academic programs or the Graduate School for the purpose of recruiting or retaining graduate students and recognizing

outstanding academic achievement. Institutional graduate fellowships are typically sponsored through donations made to the University of Colorado Foundation or through other authorized funds designated by the university.

When Fellowship Job Codes Should NOT Be Used

Because the fellowship job codes pay stipends, these job codes should not be used for someone who is performing a service for the University and being supervised by a University employee (supervisor). A supervisor has the right to instruct the individual how, where and when to perform the activity and provides a performance evaluation, at a minimum annually to the employee. This supervisory relationship is not negated when you provide the employee the freedom of action. The key factor is the University's *right* to control the details of the activity performed.

STUDENT EMPLOYEE RETIREMENT PLAN

Employee Services runs an interface that pulls in 'real time' data, which updates student retirement status in HRMS daily, based upon current course load reflected in the student information system. ES will not process student retirement refunds for prior semesters without documentation from the student information system that shows that student enrollment data was not correctly reflected. In addition, if a student changes enrollment status midway through a semester, ES will not process any student retirement refunds that go back to the beginning of that semester. Further information on student retirement may be found on the [employee services](#) site. If you have any questions regarding Student Retirement refunds or processes, please contact the ES payroll support line at (303) 860-4200.

NOTE: In order for ES to verify student enrollment there must be a social security number in SIS for the student. Hiring departments should confirm that there is an SSN in SIS for all new students.

MANDATORY REPORTING

In order to ensure a safe and non-discriminatory campus environment, all graduate teaching assistants and graduate students who oversee a lab or other people's work, are considered "responsible employees" and required to report any incident of discrimination, harassment, or sexual misconduct (including intimate partner abuse and stalking) involving *any member* of the CU community that is disclosed to them to the Office of Institutional Equity and Compliance (OIEC). This obligation applies regardless of where or when an incident occurred, including if it occurred off campus and/or before they were a member of the campus community, or how the information is conveyed. Annual training is required on related university policy.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY POLICY

The University of Colorado Boulder does not discriminate on the basis of race, color, national origin, sex, age, disability, creed, religion, or veteran status in admission and access to, and treatment and employment in, its educational programs and activities. The University takes

affirmative action to increase ethnic, cultural, and gender diversity; to employ qualified disabled individuals; and to provide equal opportunity to all students and employees. The CU Boulder Equal Opportunity/Affirmative Action Policy can be found at:

<http://www.colorado.edu/policies/equal-opportunityaffirmative-action-policy>.