Cochise College provides accessible educational opportunities that are responsive to a diverse population and lead to constructive citizenship, meaningful careers and lifelong learning.

DISCLAIMER: The contents of this handbook are presented as guidelines for some of Cochise College’s current policies, practices, rules, and procedures. Cochise College may, at any time, in its sole discretion, modify or vary from anything stated in this handbook with or without notice. This handbook supersedes earlier versions.
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Welcome to Cochise College!

Thank you for choosing Cochise College. We are excited to have you as a valued member of our team! Employment at Cochise College provides rewards far beyond pay and benefits, we make a difference. Each and every member of our college community contributes to our mission, making a difference in the lives of our students. Our varied skills, knowledge and abilities combine to create an environment where students can focus on their educational opportunity and achieve their goals. As an employee of the college, you have an opportunity to make an impact and build strong professional connections with your colleagues.

We hope your experience here is enjoyable and rewarding as you perform as an advocate of the intuition, growing and supporting our college mission.

As you begin your new position at the college, we would like to share some helpful information to get you started.

This handbook has been prepared to inform you of Cochise College’s history, philosophy, employment practices and resources provided to you as a valuable Cochise College employee. The contents of this handbook are presented as guidelines for some of Cochise College’s current policies, practices, rules, and procedures. Cochise College may, at any time, in its sole discretion, modify or vary from anything stated in this handbook with or without notice. This handbook supersedes earlier versions.

General Employment Expectations

As a Cochise College employee, your first responsibility is to know the duties and responsibilities of your position and how to perform them with efficiency, accuracy and excellent customer service to the best of your ability. You are now an ambassador of Cochise College and your work with students, colleagues, administration and our community members is essential to maintain a positive team atmosphere and can affect the success of your department and the institution.

The success of the college depends upon the quality of the relationships among Cochise College with our students, colleagues, administration, and the general public. The individuals serving our students and the public affect their impression of the college impacting their interest and willingness to enroll. You can help provide a positive impression of Cochise College by following the building blocks for continued success:

- Act professionally and work with individuals in a courteous and respectful manner
- Communicate pleasantly and respectfully with individuals at all times
- Follow up on requests and questions promptly, provide professional responses to inquiries and requests, and perform all duties in an orderly manner
- Take pride in your work and enjoy doing your very best

We are dedicated to assuring you can approach your supervisor or any member of administration to discuss questions or concerns. Please voice your opinions and contribute your suggestions to improve the college. We are a team, so please communicate with each other and with administration. You help create the pleasant and safe working conditions that Cochise College tries to provide for all employees.

Cochise College encourages you to discuss concerns you may have directly with that person in a professional and diplomatic manner. If a resolution is not reached, please communicate with your supervisor to discuss any concerns that arise during the course of your employment. Retaliation against any employee for appropriate use of this communication is unacceptable.

We encourage all employees to contribute suggestions and good ideas about how we can make the college a better place to work and enhance our service to students and the community. When you see an opportunity for improvement, please discuss with your supervisor; they can help you bring your idea to the attention of the people in the college who may consider implementing it.
We encourage all employees to be mindful of confidential information. Only authorized personnel may remove or make copies of protected student information or personnel records. Disclosure of confidential information could lead to disciplinary action. Please communicate any questions regarding confidential information with your supervisor or Human Resources.

Cochise College employees are expected to review the policies on the Cochise College website. There are two areas: Administrative and Governing Board. Please take extra time to review the All Employee Groups section (600-700). If you need any assistance with interpretation or have questions, please contact any member of the Human Resources team. You can also find the Policies at www.cochise.edu/policies or by clicking the policies link at the bottom of any page on our website.

A few policies that outline our general employment expectations are:

**At Will Employment:**
The College only recognizes employment contracts as those that are in writing and signed by the employee and the College President. In all other cases, the term of employment is for no specific time period and is “at-will” which means that it is subject to termination for cause or no cause whatsoever, at the sole discretion of the College, with or without notice.

**Personal Appearance/Dress Code:**
Dress, grooming, and personal cleanliness standards contribute to the morale and health of all employees and affect the image the College presents to students, customers and visitors. During working hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions which may include the wearing of uniforms. Any employee who has questions as to what constitutes appropriate attire should consult their supervisor.

**Ethical and Professional Standards:**
All college employees are expected to adhere to the highest ethical and professional standard of ethics, integrity and professionalism. All employees shall:
1. be responsible for protecting confidential information that may not be given to any individual or organization without permission;
2. refuse to accept significant gifts, favors, or services that might influence the discharge of official duties;
3. be responsible for performing all official duties and exercising all official power in an impartial manner;
4. and be responsible for the creation of a positive and constructive environment, essential for the effectiveness of a teaching and learning process.

Basic to this environment is freedom from harassment and concern for all individuals, students, employees and community, and respect for human dignity.

**Equal Employment Opportunity Statement**
Cochise College has a policy of nondiscrimination on the basis of race, color, national origin, religion, creed, sex, age, disability, and/or status as a disabled Veteran or a Vietnam Era Veteran. This policy applies to all programs, services, and facilities, and includes, but is not limited to, application, admissions, access to programs and services, and employment. Such discrimination is prohibited by Titles VI and VII of the Civil Rights Act of 1964, as amended, Title IX of the Educational Amendments of 1972, as amended, the Age Discrimination in Employment Act of 1967, as amended, and other federal and state statutes and regulations.

**Student Employment**
Cochise College administers a student employment program which is funded by both the federal government (Federal Work Study, or FWS) and Cochise College’s institutional funds. This program is designed to help students find on-campus employment in order to help defer the cost of attending college.
and to assist college departments with performing duties that do not require full-time employees. Student employees are not hired to replace full-time personnel.

Cochise College believes that a student employment program can assist students by decreasing financial barriers to their education, by providing students a safe environment in which to work, and by developing their job skills and work habits. Cochise College believes that student employment promotes student retention by allowing students to earn wages to offset college expenses. This handbook addresses employment guidelines established by both the Federal Work Study program and Cochise College.

**Student Employment Eligibility**
A Cochise College student is eligible for student employment only if the following criteria are met:

- The student must be a minimum of 18 years of age
- The student must be enrolled in and maintain a minimum of six units at Cochise College during the spring or fall semester and/or three units during the summer
- The student must either: have and maintain a cumulative grade point average of 2.0 or higher or it must be his/her first semester at Cochise College
- The student must be eligible to work in the United States
- The student may not exceed 8 consecutive semesters in a student employment position. Semesters are defined as Spring, Summer and Fall

*Please note: Eligibility does not guarantee employment and student employment is not based on financial need.*

**Employment Opportunities at Cochise College**
Open student employment opportunities are listed on the Cochise College website. Students are required to complete an online application and upload required documents as stated in the job posting when applicable. Human Resources will review the application for completeness and eligibility and forward eligible applications to the hiring supervisor. Because there are a limited number of job openings at one time, students are encouraged to visit the college website often to see what positions are available.

Once the hiring supervisor is notified about the available applicant pool, the hiring supervisor reviews the applications for the best fit candidates based on their skills, experience and departmental needs. The hiring supervisor is required to interview a small pool of qualified applicants. The interview process is important as it helps the supervisor select the best student for the job based on the skills, personal qualifications and availability of the student. The interview also allows students to gain experience in the job hunting process.

The hiring supervisor is responsible for keeping HR updated concerning the status of applicants during stages of selection. HR will contact all applicants not selected to interview regarding their application status. The hiring supervisor is responsible for contacting those individuals interviewed, but not selected, notifying them they were not chosen for the position.

When a student is selected for a student employment position, the hiring supervisor notifies HR of the applicants chosen to interview and who was hired. New student hires are to complete background screening, then new hire paperwork with HR. HR will collect the proper identification and have the student fill out the necessary hiring documents. After clear background screening results, the hiring supervisor fills out Part One of the *Notice of Employment Agreement Form* and indicates how many hours per week and per semester the student will work, along with the dates of employment the student is projected to work that semester.
The hiring supervisor should plan the student’s start date carefully as the student is not eligible to begin the job until clear background screening results, all documentation has been collected, and the HR and Payroll departments have had time to enter the student’s information into the payroll system. Students who have not taken classes the previous semester will be unable to start work until the first semester they are enrolled at Cochise College with the minimum credit units required.

Although student jobs may often be more flexible with students’ schedules than off-campus jobs, a student job must still be regarded by both the student and the supervisor as a “real” job. Student jobs are often a student’s first work experience, and it is essential that the student understands the employee/supervisor relationship and the responsibilities expected of him/her in the position. Student employees are often the first point of contact for community members and fellow students to the department in which they work, and they should behave accordingly.

**Accommodations for Individuals with Disabilities**

The ADA/Disability Office provides a variety of services tailored to individual needs and documentation of the disability. The office acts as a liaison with faculty, staff and outside agencies and assists students with special test-taking arrangements, classroom accommodations and resource referrals. All services provided by the ADA/Disability Office are free of charge. All students with documented disabilities are eligible to receive services. Disabilities include physical, emotional, psychiatric, psychological, attention deficit disorder, and/or learning disabilities.

Services include test-taking adjustments, note-takers, readers, special equipment, extended time and quiet testing, among others. Accommodations are based on individual needs supported by testing/documentation. Some accommodations, such as alternate text may be available with qualifying disabilities.

In compliance with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and most recently, The ADA Amendments Act of 2008 (ADAAA), Cochise College seeks to provide support services to those students whose disabilities require special assistance. The college uses a reasonable accommodation process to determine a meaningful adjustment for students with disabilities to participate in the educational process.

If you are an individual requesting accommodations for a disability, please start the intake process or schedule an appointment with the office of Equity, Inclusion and Compliance. Please visit their website or call (520) 515-5337.

**Student Employee Recruiting and Onboarding**

1. The student must actively look for student employment by reviewing open positions on the College website, and submit an application and when applicable, supporting documents.
2. Once an interview occurs and job offer has been accepted, the student must complete background screening and new hire paperwork with Human Resources and provide all of the necessary documentation in a timely manner.
3. The student must complete a Notice of Employment Agreement with the supervisor. The student cannot work until they have completed the onboarding process and HR and the supervisor has approved them to start.

**Summary of Student Employee Expectations**

1. Adhere to 16-hour work week maximum, unless working during a period of non-enrollment and it is approved by your supervisor.
2. Report to work as scheduled. If sick or unable to work at the scheduled time, contact your supervisor prior to the scheduled start time. Failure to do so may result in termination of employment.
3. Perform your job in a professional, dependable, and safe manner, and behave responsibly while on the job.
4. Dress appropriately and comply with safety regulations.
5. Give notice (preferably two weeks) if terminating your employment.

Employment Verification
Cochise College participates in the E-verify program in compliance with The Department of Homeland Security and Social Security Administration. All employment verifications, student employees included, must go through Human Resources for proper work authorization.

Special Student Hourly
Special student hourly is another name for a student employment opportunity whose funding comes from a specific funding source outside federal work study programs. Special student hourly applicants are to follow the same eligibility requirements and equal opportunities as any other student position at Cochise College and are to be treated the same including maximum earning limitations.

Community Service
Most student employment opportunities are based on-campus to meet departmental needs. However, a small percentage of jobs are filled as off-campus federal work study positions. These positions are available only at certain non-profit community locations and are generally reserved for education majors wanting to work as tutors in area schools.

Intent to Enroll
Intent to Enroll (ITE) forms are signed contracts by student employees stating their intent to enroll at Cochise College in the subsequent semester following their hire date. The forms are typically used for summer employment prior to fall enrollment but may be used in specific cases when a student is being hired between semesters. The student is only eligible to use an ITE if they had been enrolled in the previous semester or term. New students who have yet to start class are not eligible to use an ITE for an upcoming semester or term.

Maximum Earnings Limitation
Student employees at Cochise College are allowed to work up to 16 hours per week provided that their department has the budget for the full 16 hours. Because of the nature of work in many departments, there is not a required minimum amount of hours that a student can be hired to work. A student may have more than one student employment position, but it is the student’s responsibility to make sure that he/she does not exceed the 16 hour per week maximum, as per Cochise College policy.

During periods of non-enrollment (following final exams in December, and during spring break and summer) a student may exceed the 16-hour maximum and work up to 29 hours per week only if the department has funding. These exceptions do not make a student employee eligible for health and insurance benefits, and the student employee is not awarded overtime. All student employees who are employed on-campus are paid minimum wage, regardless of the duration of employment or skill level required.

Payroll Information
Student employees are paid only for the hours they work. Fringe benefits such as vacation pay, and holiday pay are not permissible under the program. All wages earned are subject to federal and state income tax.

Web Time Entry
Employee time sheets shall be submitted electronically through the MyCochise Portal. Student Employees can find their time sheet in the HR section under the Student Forms tab in the Portal. See appendix for more information. You may wish to save this link under "Favorite Menu" so it appears at the top left of your portal. To do so, please see the following instructions:
1. Log into MyCochise (website)
2. Click Resources (located on the left)
3. Click and drag Student Forms to Favorite Menu
4. Button will always be available under Favorites unless deleted.

Pay Period Information
Non-exempt position pay periods cycle every two weeks and paydays are every other Friday. To be compensated on time, you must submit your time sheet electronically before the deadline the week before.

Missing Web Time Entry
If you miss the web time entry deadline, please complete a work payment authorization form with your supervisor and submit to payroll@cochise.edu as soon as possible so you may be compensated with the appropriate pay period. If the form is not submitted in a timely manner, the hours will be processed on the next pay period. This form is available in the portal.

Paychecks
If you do not elect direct deposit, you may pick up your paycheck from the business offices located on the Sierra Vista Campus and the Douglas Campus on payday before 11:00 a.m. You must have your photo identification in order to take receipt of your check. If not picked up, the check will be mailed to the address the college has on file for you. Please note during the summer all pay checks will be automatically mailed to the students’ home addresses

Direct Deposit
Direct deposit is available to all Cochise College employees. If you wish to set up direct deposit, you may obtain a direct deposit form from any Human Resources representative. If you wish to make any changes to your direct deposit, please notify our Payroll department as soon as conveniently possible. It may take two pay periods to complete the process to convert to direct deposit. The first transmission of data will be a pre-note or “test” of the routing and account numbers. A check may be issued for the first pay period. The second pay period will be a direct deposit into your account and a direct deposit confirmation will be issued, not a check. You may also complete a new form to reflect changes and submit to payroll@cochise.edu.

Electronic W2 Tax Consent
You have the option to select electronic W2’s at the beginning of the calendar year. This will help expedite access to your tax materials so you may file earlier! Please see instructions in appendix. You will not have access to make this choice until you have access to your time sheet. This typically occurs within the first week you start your position.

Updating Tax Deductions
If you wish to change your tax deductions, you may do so at any time. The federal tax withholding form W-4 and the state tax withholding form A-4 are both available on the portal on the forms and documents page. Or, you may obtain these forms from any Human Resources representative.

Benefits
Per policy 633 – Sick Leave Non-benefited, part-time employees of Cochise College accrue sick leave. As required under Arizona’s Fair Wages and Healthy Families Act, the college provides paid sick leave benefits to eligible, non-benefited employees for periods of temporary absence due to illnesses, medical conditions, injuries, doctors’ appointments, domestic violence, sexual violence, abuse or stalking, and, to a limited degree, for the same purposes for the employee’s dependents or family members.
Associate faculty, part-time, non-benefited staff, student employees, and full-time temporary, emergency hires accrue one hour of sick leave for every 30 hours worked. The maximum accrual limit of sick leave is 40 hours per fiscal year. When an employee reaches the maximum accrual of 40 hours, no additional sick leave shall be accrued.

Student employees are not eligible for benefits such as vacations or holiday pay. Student employees are covered by Worker’s Compensation Insurance. All work-related injuries need to be immediately reported to the supervisor.

Student employment positions are temporary positions. Therefore, students are not eligible to collect unemployment benefits following termination of employment. The supervisor should contact Human Resources for further instructions.

**Interdepartmental Transfer**
Student employees may be requested to transfer within the department to a position that will better utilize their skills or to improve the function of the department. It is recommended that students be given a one-week notice of this intent. If possible, the student should be informed of the possibility of a transfer at the time of hire.

Student employees may transfer from one department to another within the college in order to facilitate their interests, develop existing skills, or acquire new skills. Student employee supervisors are expected to follow all procedures for terminating from one department and being hired by another. This requires proper notification of open positions, advertising and interviewing. All student employment applicants will be given equal opportunity to apply for new positions.

**Evaluation of Student Employee Work**
The evaluation is to prepare the student for competent and responsible practices. Ongoing monitoring and frequent evaluations of the student's performance are necessary to determine if the student is making progress, document learning, identify strengths, and identify areas of performance that may need special attention and remediation. It is of critical importance you become familiar with procedures and instruments used to evaluate your performance. Evaluations of student work performance will be conducted once per semester.

**Employment Termination**

**Voluntary termination:** If a student decides to quit a student employment position, he/she should provide at least a two week notice to the supervisor so that a replacement can be found. Student employees may terminate their positions at their own discretion.

**Involuntary termination with notice:** A supervisor may terminate a student with notice if there is a discontinuation of the job, if there are scheduling conflicts that cannot be resolved, or if the department does not have the budget funding to sustain the position.

**Involuntary termination without notice:** A supervisor may terminate a student without notice if the student cannot comply with the requirements of the student employment position. Examples of violations may include: failure to perform duties in a satisfactory manner, frequent tardiness, time sheet falsification, theft, unexcused absences/tardiness, misconduct, insubordination, violation of the Drug-Free Workplace policy, and/or inappropriate use of the Internet.

The supervisor should give warnings to the student employee, preferably written, if there are any serious violations. If a student falsifies a time sheet it may be grounds for immediate dismissal. For these reasons, it is the supervisor’s responsibility to clearly communicate job expectations and ensure the student understands procedures required by the department. The supervisor should contact Human Resources with additional questions about termination of student employees.
**International Students**

International students who are attending Cochise College on an F-1 Visa with a valid I-20 can be hired as a work study student employee on-campus. They must be enrolled as a full-time student (12 units or more) during the fall and spring semesters. They may work up to 16 hours per week (or as specified by Cochise College Policy). During periods of non-enrollment (following final exams in December, and during spring break and summer) a student may exceed the 16-hour maximum and work up to 29 hours per week only if the department has funding. These exceptions do not make a student employee eligible for health and insurance benefits, and the student employee is not awarded overtime.

During the summer semester the student must meet one of the following criteria:

- Enrolled at least part-time (6 units)
- Pre-registered for the fall semester as a full-time student
- Sign an “Intent to Enroll” form with HR

The student must apply for and receive a Social Security Number from the Social Security Administration. This number is only used for employment at Cochise College. The student must take their Passport, Visa, I-94 (Departure Record) and registration documentation to the local Social Security Office. This will prove that the student is enrolled on a full-time basis and carried a valid Visa and Passport.

Once the Social Security number is issued, the documentation required by Cochise College for employment must be completed at the HR Department. The student’s I-9 (Employment Eligibility Verification) must be completed BEFORE the student can begin work. The student must present all of the following documents:

- Unexpired Foreign Passport with valid I-94 showing they were admitted to the United States as an F-1 student for D/S (duration of status)
- Proof of full-time enrollment at Cochise College
- U.S. Social Security Card other than one which has printed on its face “NOT VALID FOR EMPLOYMENT.”

Students who wish to work off-campus (part-time or full-time) must apply for employment authorization to the Immigration and Naturalization Service (INS) using Form I-538 (Application by Nonimmigrant Student for Extension of Stay, School Transfer, and Permission to Accept or Continue Employment or Practical Training). Authorization for such work will not be granted during the first year of studies. This is because the student declared that they were self-sufficient financially before the I-20 was issued. After the first year, if the student demonstrates an economic necessity for employment based on unanticipated change in circumstances, and then permission to work may be authorized by INS.

Students who qualify, based on their completed program of study, for Practical Training must see the International Student Advisor or Designated School Official (DSO) who has the authority to authorize practical training requests. The following forms must be completed by the student and the International Student Advisor or DSO and submitted to INS for approval:

- Form I-765 (Application for Employment Authorization)
- Form I-538 (Certification by International Student Advisor or Designated School Official)

**Compliance Training**

All Cochise College employees are required to participate in compliance training annually. There are two required trainings: Family Educational Rights and Privacy Act of 1974 (FERPA) and Harassment Sensitivity / Title IX compliance training.
FERPA
Cochise College shall not permit the disclosure of information from educational records or personally identifiable information contained therein other than directory information of students without the written consent of the student to any individual, agency, or organization other than in specific situations as outlined by the Family Educational Rights and Privacy Act of 1974, its amendments and the final rule of the U.S. Department of Education. Students may withhold disclosure of any directory information by submitting written notification to the Admissions Office prior to the first day of classes each semester. Failure on the part of any student to specifically request the withholding of directory information indicates individual approval for disclosure. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Cochise College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); or a person or company with whom Cochise College has contracted (such as an attorney, auditor, collection agent, or official of the National Student Clearinghouse).

Cochise College designates the following items as directory information: student name, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received and most recent previous school attended. The college may disclose any of those items without prior written consent unless notified in writing to the contrary by the student in advance of any request.

Harassment Sensitivity
Sexual harassment is a violation of federal and state laws, a violation of professional ethics, and a form of discrimination. Sexual harassment by and between employees, students, employees and students, and campus visitors and employees or students is prohibited by this policy. Violations of this policy may result in disciplinary action up to and including termination of employees, sanctions up to and including suspension or expulsion of students, and appropriate sanctions against campus visitors.

Procedures:
I. SCOPE: This policy and procedure apply to any individual while on College property or participating in College-sponsored or controlled activities.

II. DEFINITION: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, study or participation in College-sponsored activities, (2) submission to or rejection of such by an individual is used as the basis for decisions affecting such individual's study, employment or participation in College-sponsored activities, or (3) such conduct has the purpose or effect of substantially interfering with an individual's academic or work performance or ability to engage in College-sponsored activities or creating an intimidating, hostile, or offensive academic or working environment.

This policy expressly prohibits only unreciprocated and unwelcome relationships, but consensual relationships where one participant is in a position of power/authority/control over the other participant may raise questions of professional responsibility, conflicts of interest, personal or institutional integrity which may require appropriate remediation.

III. In determining whether the alleged conduct constitutes sexual harassment, consideration shall be given to the record as a whole and to the totality of the circumstances, including the nature of the sexual advances and/or the context in which the alleged incidents occurred.

IV. CONFIDENTIALITY: The confidentiality of all parties involved in a sexual harassment complaint shall be strictly respected insofar as it does not interfere with the College's legal obligation to investigate allegations of misconduct and to take corrective action. While the College tries to protect the anonymity of individuals who bring instances of possible misconduct to official
attention, in order to conduct a full and fair investigation, the identification of the individuals involved may be required.

V. RETALIATION: Retaliation against an individual for filing a sexual harassment complaint or for participating in a sexual harassment investigation is grounds for a subsequent harassment complaint and appropriate sanctions.

VI. PROCEDURES: Any individual, while on College property or in College-sponsored or College-controlled activities, may bring questions about procedure, seek informal advice or present a complaint of sexual harassment to the Associate Vice President for Human Resources. In bringing questions, seeking advice or presenting a complaint, the individual is encouraged to use the following guidelines:

1. Individuals wishing to file complaints are strongly encouraged to do so as promptly as possible so that timely investigation and appropriate corrective action can occur. Individuals should understand that failure to file such complaints promptly may affect the processing of the complaint or the abilities of the College to thoroughly investigate and resolve the complaint. Normally, complaints should be filed within 30 calendar days of the alleged sexual harassment.

2. The investigation and resolution process is dependent upon accurate communication. For this reason, a complaining party is encouraged to prepare a written statement of the conduct at issue. However, regardless of whether this action is taken, she or he may request that the Associate Vice President for Human Resources:
   1. act as mediator and to consult with the person at whom the complaint is directed in order to call the objectionable behavior to that person's attention, or
   2. conduct a sexual harassment investigation.

   In either event the Associate Vice President for Human Resources will attempt to identify acceptable solutions.

3. If, after review by the Associate Vice President for Human Resources, the College administration determines that disciplinary action is appropriate, the College may proceed through the appropriate disciplinary process for employees or students to resolve the problem.

4. Any employee or student who feels aggrieved as a result of being disciplined for sexual harassment may pursue his/her grievance through the appropriate grievance procedure for employees or students.

VII. COMPLAINTS RECEIVED BY SUPERVISORS: Any individual charged with supervisory authority who receives a complaint of sexual harassment or who has actual knowledge of a violation of this policy shall within five days of the receipt of the complaint, or of the time he or she obtains actual knowledge of the violation report it to the Associate Vice President for Human Resources or the Campus Dean. Generally, all investigations will be conducted by the Associate Vice President for Human Resources or the Campus Dean. Except in an emergency, investigation of a complaint by any other individual shall be made only after consultation with the Associate Vice President for Human Resources.

VIII. COOPERATION IN INVESTIGATIONS: All employees and students have a duty to cooperate in investigations of alleged sexual harassment. This duty includes complying with any directive relating to confidentiality of the information provided or identity of the individuals involved or in providing information about the complaint or investigation. Failure to comply with such directives may result in disciplinary action. Any employee or student under investigation regarding allegations of possible misconduct may bring an attorney with him/her to the investigatory
IX. INVESTIGATIONS WITHOUT COMPLAINTS: Nothing in this procedure shall limit the College’s obligation and/or right to investigate and take appropriate action regarding allegations of possible misconduct, whether or not a timely written complaint has been received.

X. TIME LIMITATIONS FOR INVESTIGATION OF SEXUAL HARASSMENT COMPLAINTS: The College will make every effort to investigate and take necessary responsive action to resolve sexual harassment complaints within sixty days of the date the complaint is filed. Because of the complexity and numbers of individuals involved, this may not always be possible; however, a high priority will be given to completing such investigations in a timely manner.

Title IX

Title IX of the Educational Amendments of 1972 to the 1964 Civil Rights Act states no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity receiving Federal financial assistance.

Cochise College prohibits any discrimination as defined by Title IX of the Education Amendments of 1972 to include, but not limited to, gender-based discrimination, sexual harassment, sexual misconduct, and sexual violence. Such acts can interfere with a student’s ability to participate in or benefit from the college’s academic and non-academic programs, an employee’s ability to function in the workplace, or a campus visitor’s ability to utilize the college. Accordingly, these behaviors are strictly prohibited.

All college employees are responsible for reporting violations to the Title IX Coordinator or Deputies. Reports that do not involve students shall be referred to the appropriate authority.

Students, employees, and visitors have the right to report violence, assault, or misconduct involving criminal behavior to local law enforcement authorities; the college strongly encourages victims to report these incidents and will assist upon request; provided, however, that the final decision is that of the victim.

An individual has the right to obtain a no contact or restraining order, or if such an order already exists, enforce such an order. The college shall honor any no contact or restraining order and assist law enforcement in the fulfillment of such an order.

Human Resources will notify you when you are due for annual training. Your efforts ensuring you are making your work environment safe, secure and free from harassment is greatly appreciated.

Thank You!

Cochise College is a multi-faceted institution, making a significant impact on our county and community. Whether you are here 10 hours per week or 40, you are a part of that experience. Thank you again for choosing Cochise College. We look forward to your success and your work with our institution and our students.

Thank you for your support allowing Cochise College to provide accessible educational opportunities that are responsive to a diverse population and lead to constructive citizenship, meaningful careers and lifelong learning.

Please know that Human Resources is here for any questions you may have and for any support you may need.

Cochise College Human Resources
(520) 515-3623
HR@cochise.edu
Student Employment Handbook Receipt

I, ____________________________________________, acknowledge that I am aware that the Student Employment Handbook can be found on the Cochise College website (www.cochise.edu) in the MyCochise Portal by clicking the Student Forms tab to the left of the screen. I understand how to access the Student Employment Handbook on the college website. I understand that each college student employee has a personal responsibility to be familiar with and comply with the rules as outlined therein. I understand college employees are encouraged to contact Human Resources at (520) 515-3623 with any questions regarding the Student Employment Handbook.

Print Name

______________________________
Signature

______________________________
Date
SAVING TO YOUR FAVORITES:
1. Click **Resources**
2. Click and drag **Student Forms**
3. Drop onto **Favorite Menu**
STUDENT EMPLOYEE
BannerWeb Time-Entry Quick Reference Guide

- Using your browser, go to MyCochise
- Enter your sign in user name and password. Click Sign In.
- After sign-in you will be automatically directed to MyCochise
- Homepage, click Cochise Self Service
- On the Employee menu, click Time Sheet.
- If you have more than one job, you will see them listed on the left side of the screen. Be sure to choose the one for which you want to input hours. On the right side, select the pay period for which you want to input hours. Then click the Time Sheet button.
- On the time sheet, look for the Regular Pay line for hours worked.
- Find the date for input and click Enter Hours.
- This will take you to another screen where you will log your hours worked. In the Time In/ Time Out fields, enter the number of hours for all hours worked in quarter-hour increments, click Save.
- You can click Next Day to continue entering hours worked.
- If you do not want to copy: click Time Sheet button to return to the time sheet.
- If you want to copy: click the Copy button, check mark all of the dates you want to copy to, click Copy then Time Sheet to go back to time sheet.

- When you are finished with your time sheet, click Preview to double-check your work and print a summary of hours worked if you want. If changes are needed, click Previous Menu to return to your time sheet to make those changes. If there are no errors to be corrected, click on the word Exit at the top of the screen to complete the entry process.
- At the end of the pay period when all entries have been made, click Submit for Approval to submit your time sheet for approval. Time sheets are not able to be electronically submitted after the submission deadline. Any changes in the submission schedule will be communicated to you by your approver. You will submit only at the end of the pay period. Be sure to make changes before you submit as you will not be able to edit your entries after you submit the time sheet to your approver unless your approver has time to return the time sheet to you for correction.
- Optional: Click Comments to communicate with your supervisor/approver. After making your remarks, click Save and Previous Menu to return to the time sheet.
Cochise College is required by the IRS to furnish all employees with a Form W-2 for each calendar year to be used in completing the employee’s annual tax return. The Form W-2 details the employee’s compensation and tax withholding amounts for the year. In the past, employees have received paper copies of their Form W-2 and/or 1095.

**SIGN UP BY NOVEMBER 30TH**

Current Cochise College employees may choose to receive their W-2 and/or 1095 forms online through the BannerWeb system. Employees must provide their consent to receive all future W-2 and/or 1095 statements only in electronic format until consent is revoked. To receive your W-2 and/or 1095 electronically you must consent before Payroll processes the paper copies (typically in late January).

**Advantages of receiving Tax Forms electronically**

- Your tax forms will be available sooner than a printed copy
- You can reprint a copy of your tax forms anytime during the year
- No possibility that a tax form might be lost, stolen, delayed or misplaced
- Multiple levels of security protect all information within the BannerWeb system
- Access can be obtained anytime via the internet – anywhere in the world

**Additional Information**

If you do not choose to receive your tax form electronically, a paper copy will be mailed to your home address. Faculty and staff, please ensure the Human Resources Department has your up-to-date mailing address.

Employees will always have access to the electronic copy of Form W-2 on BannerWeb even if you receive a paper copy at each calendar year end. This option is available for re-prints of all years of employment.

Employees may discontinue electronic receipt at any time by revoking their consent on BannerWeb or by calling the Payroll Office. The withdrawn consent does not apply to previously issued Form W-2’s and 1095’s.

**How do I sign up?**

1. Using your browser, go to MyCochise
2. Click on Cochise Self Service
3. Click on Tax Forms
4. Click on Electronic Tax Forms Consent

**Cochise Self Service**

Student Services, Employee Information, Financial Aid, and Finances.

Electronic Form W-2 & 1095 Online on BannerWeb Sign up now!
5. The **Electronic Tax Forms Consent** will appear. Click on the **My Choice** box next to either W-2 or 1095-C or both to access these documents electronically. Click **Submit**.

![Selection Criteria](image)

<table>
<thead>
<tr>
<th>Consent to receive W-2 electronically:</th>
<th>My Choice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consent to receive 1095-C electronically:</td>
<td>-----------</td>
</tr>
</tbody>
</table>

I understand the instructions provided to me for accessing and printing my electronic tax forms.

Submit

6. The following message will appear at the top of the consent form:

![Electronic Regulatory Consent](image)

**Electronic Statement consent was submitted successfully.**

Information: Select the check box to consent to receive your tax statement electronically, or uncheck to revoke consent.

**How do I revoke my consent?**

1. Log into BannerWeb and access the **Electronic Tax Forms Consent** page as indicated in the “How do I sign up” section above
2. Simply uncheck the My Choice box and click Submit button
3. Or call the Payroll Office to revoke consent at (520) 515-3623

**How do I access my tax form?**

1. Log into BannerWeb, following steps 1-3 as indicated in the “How do I sign up” section above
2. Select the option for W-2 Year End Earnings Statement or 1095-C Year End Statement
3. The following page will appear. Select the Tax Year from the drop down menu. Click display
4. Your tax form will appear. To print, click Printable W-2 or Printable 1095-C

![Select W-2](image)

**Please choose the Tax Year and Employee/Institution for the W-2 you wish to view and click the View W-2 button.**

**Tax Year:**

2016

**Employer or Institution:**

COCHISE COLLEGE

Display

**What if I have trouble logging in to BannerWeb?** Contact Information Technology Service User Support Services via the Cochise Portal at [https://my.cochise.edu](https://my.cochise.edu). Once logged in, if you need assistance navigating BannerWeb, please contact the Payroll Office at (520) 515-3623.