

# STANDARD ADMINISTRATIVE PROCEDURE

## 33.99.08.M0.01 Student Employment

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*Revised August 5, 2003*

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*Revised October 10, 2016*

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### SAP Statement

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The purpose of this procedure is to designate the office responsible for the oversight of student employment at Texas A&M University (TAMU), Texas A&M University at Galveston (TAMUG), the Texas A&M University Health Science Center (TAMHSC), and Texas A&M University at Qatar (TAMUQ). This procedure also defines student employees, lists employment provisions, outlines responsibilities of the designated office and hiring departments, notes wage rate considerations, summarizes work study program requirements, and introduces the right a student employee has to file a grievance/appeal.

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### Definitions

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#### Designated offices:

- Scholarships & Financial Aid (SFA) is the office responsible for the oversight of student employment at TAMU.
- The TAMUG Office of Human Resources is the designated office for oversight of student employment at the Galveston campus.
- The TAMHSC Payroll & HR Services is the designated office for oversight of student employment within the TAMHSC administrative unit.
- The TAMUQ Academic Services Office is the designated office for oversight of student employment at the Qatar campus.

Student Employee: a student who is enrolled at Texas A&M University, is working part-time, on or off campus and is processed through one of the Texas A&M University System payroll workstations under the Student Employee Title Codes established by the designated office. The term *student employee* refers to employees in the following two categories:

- Student Worker- The hiring departments pays 100% of student wages plus applicable fringe benefits (FICA, Workers' Compensation, Unemployment Insurance, etc). Employees in this category may hold titles such as Student Worker, Student Technician, Student Intern, Student Agriculture Worker, Community Leader, Resident Advisor, Student Waiter, Student Bartender, Student Wait-Staff Supervisor, or Student Supplemental Instruction Assistant.
- Work Study (WS) Student- The student is awarded Federal or Texas College Work Study funding through Scholarships & Financial Aid. The hiring department pays a portion of the student salary plus applicable fringe benefits (FICA, Workers' Compensation, Unemployment Insurance, etc). A student employed as a Work Study Student is classified as such as long as WS funds are being utilized, even if he/she is also employed as a Student Worker by the same or another department. Employees in this category may hold titles such as Federal Work Study, Texas College Work Study, Community Service Work Study, Student Reading/Math Tutor, Student Bilingual Reading/Math Tutor, or Student Reading/Math Tutor Coordinator.

Non-affiliated Student Employee: a student who is enrolled in an institution other than Texas A&M University (e.g. enrolled in high schools, junior colleges, other colleges and universities), is working part-time, on or off campus and is processed through one of the Texas A&M University System payroll workstations under the Non-affiliated Student Employee Title Codes. These non-affiliated student employees are not student employees by definition, yet it is necessary that they be paid the same rate as Texas A&M University student employees performing similar duties.

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## Official Procedure

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### 1. GENERAL

- 1.1 The designated office shall serve as the human resources unit for student employees of Texas A&M University. Students are responsible for contacting hiring departments to secure employment. The provisions of this procedure do not apply to the following:
- 1.1.1 graduate students who are in graduate assistant positions,
  - 1.1.2 graduate students on research assistantships paid from any gift or grant funds or TAMUS agency sources, nor
  - 1.1.3 graduate or undergraduate students employed in any Cooperative Education Program.

## 2. EMPLOYMENT PROVISIONS

- 2.1 Student employees should not be placed in budgeted positions.
- 2.2 Student employees may not work hours during which their classes are scheduled.
- 2.3 Student employees need not be enrolled during the summer to maintain student employee status as long as they intend to enroll for the following fall term.
- 2.4 Student employees may work full-time during interim periods (between semesters) and during the summer. In accordance with the Fair Labor Standards Act (see Texas A&M [System Regulation 31.01.02, Fair Labor Standards Act](#)), as non-exempt employees, student employees are eligible to be paid overtime for hours worked over 40 in a workweek should the occasion arise.
- 2.5 International students will be offered employment in accordance with University rules and Federal regulations. Federal regulations related to student employment are complex and change frequently, so hiring departments are urged to consult with [International Student Services](#) for clarification and interpretation. Employers of OPT or J-1 AC former students should contact [International Faculty and Scholar Services](#) directly.

## 3. RESPONSIBILITY

- 3.1 The designated office shall:
  - 3.1.1 assist hiring supervisors in the establishment of student part-time employment positions,
  - 3.1.2 receive and publish requests from prospective employers who wish to hire part-time student employees,
  - 3.1.3 develop, maintain, and post Student Employee Title Codes and Pay Scales,
  - 3.1.4 provide New Student Employee Orientation, with information on University Rules, and other information required for new student employees,
  - 3.1.5 serve as a resource to assist students seeking part-time employment, and
  - 3.1.6 serve as a resource to assist employers in student employment matters.
- 3.2 Verification of work study eligibility shall be provided through Scholarships & Financial Aid.

### 3.3 Hiring Departments shall:

- 3.3.1 ensure that employees hired under student employee title codes meet the definition of student employee (see DEFINITIONS) and employment provisions (see EMPLOYMENT PROVISIONS),
- 3.3.2 prepare and submit an Employee Payroll Action (EPA) request when a:
  - a) student employee is hired,
  - b) student employee is promoted or given a pay increase or decrease,
  - c) change is made in job title, department or work unit, account number, or job classification, or
  - d) student employee is separated for any reason. (Letters of resignation will be obtained when applicable),
- 3.3.3 create and maintain job descriptions for student employee positions,
- 3.3.4 ensure that all student employees comply with mandatory training requirements (i.e. Ethics, Creating a Discrimination Free Workplace, Reporting Fraud, Waste, and Abuse, Orientation to the A&M System, Information Security Awareness),
- 3.3.5 ensure that all students employed for the first time, and those re-employed, have completed New Student Employee Orientation (the student employee will submit a certificate of completion to the employing department),
- 3.3.6 verify work study eligibility (also see [Standard Administrative Procedure 33.99.08.M1.03](#)),
- 3.3.7 supervise the student,
- 3.3.8 establish a work schedule and ensure that the job duties for each student employee are appropriate under guidelines for the title used, and
- 3.3.9 maintain adequate time records as supporting documentation for the department's payroll voucher.

## 4. WAGE RATES

- 4.1 All student employees will be paid in accordance with the wage rate table developed and posted by the designated office. All student employment classifications are listed by base rate and maximum rate. The starting rate of pay is at the department's discretion so long as the rate is consistent with the wage rate tables and the wages

of other student workers in that department or unit. The student's academic classification has no bearing on the title code or rate of pay.

- 4.2 In determining a rate of pay, departments are to consider the following:
- a) the skills needed to perform the job,
  - b) rates the department would normally pay other student employees performing similar duties, and
  - c) how much individuals with similar skills are paid in the local market for doing the same type of job.
- 4.3 Promotions may be recommended based upon increase or change in job duties/responsibilities. The department head, or designee, is responsible for the review and approval of recommendations for promotion. The hiring department will appropriately document such pay increases and title changes (i.e. revised position description, letter of recommendation, performance review, etc.).
- 4.4 Merit increases may occur at any time after the initial 6 months of employment. Recommendations must clearly describe meritorious job performance. The department head, or designee, is responsible for the review and approval of recommendation for merit increases. The hiring department will appropriately document such pay increases (i.e. letter of recommendation, performance review, etc.). Merit increases at TAMUG are to be requested through TAMUG Office of Human Resources.
- 4.5 Student employees are not eligible for fringe benefits such as sick leave, vacation time or paid holidays; nor are they eligible to participate in retirement programs. Student employees are not eligible for group insurance benefits unless they work the required number of hours. Student employees are covered under the provisions of Workers' Compensation Insurance and Social Security. Payroll deductions for Social Security and taxes will be made as appropriate.

## 5. WORK STUDY STUDENTS

- 5.1 Students who have met satisfactory academic progress requirements and are enrolled at least half-time at Texas A&M University may be awarded Federal or Texas College work study (WS) funding as a part of a financial aid package by Scholarships & Financial Aid. Under this program, 75% of the student's gross earnings are paid from the Federal or Texas College work study funds. Hiring departments are responsible for paying the remaining gross earnings plus required payroll taxes (i.e. FICA, UCI, and WCI).
- 5.2 Work Study students may not exceed the WS allocation awarded as part of the financial aid package. Hiring departments or offices should ensure that the student's

work time and allocation are prorated so the student may continue to be employed during the entire period.

- 5.3 Students may not be paid under the WS program without approval from Scholarships & Financial Aid. If the employing department or office erroneously employs a student under the WS object and title codes, that department or office shall assume full fiscal responsibility for the funds paid in error. Federal or Texas College WS funds may not be used to pay a student during any time that student is not considered fully eligible to use work study funds. (Refer to [Standard Administrative Procedure 33.99.08.M1.02](#))

## 6. GRIEVANCES OR APPEALS

- 6.1 Student employees of Texas A&M University have the right to file a grievance regarding complaints, disagreements, or differences with an employer. A grievance may include issues relating to treatment. Student employees also have the right to appeal employment related decisions. Grievances or appeals should be addressed in accordance with the provisions in [Standard Administrative Procedure 33.99.08.M1.01](#).
- 6.2 Student employees may seek advice and/or assistance from the designated office, as applicable, regarding the grievance process.

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### **Related Statutes, Policies, or Requirements**

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*Supplements* [System Regulation 33.99.08](#)

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### **Contact Office**

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[Scholarships & Financial Aid](#)