[Major revision: June 4, 2014]

Angelo State University
Operating Policy and Procedure

OP 52.44: **Student Employment**

DATE: June 4, 2014

PURPOSE: The purpose of this OP is to establish procedures for the hiring of student employees.

REVIEW: This OP will be reviewed in April every 3 years, or as needed, by the director of human resources with recommended revisions forwarded through the vice president for finance and administration to the president by May 15 of the same year.

1. Policy

Student employees as defined herein are not considered to be regular university employees. A student employee is an employee performing part-time work incidental to his or her academic training in an occupational category that requires all incumbents to be students as a condition of employment. *The general intent of student employment is not meant to take the place of a regular staff position.*

The typical working hours for student employees will not exceed 20 hours per week. If the student works in multiple positions on campus, the total combined hours worked in all positions will still typically not exceed 20 hours per week. Should instances occur when a student needs to work in excess of 20 hours per week, the employing department should contact the Office of Human Resources so that the case may be reviewed on an individual basis.

Per Texas Government Code 661, student employees are not entitled to normal university benefits provided to regular university employees; however, they may be entitled to certain benefits under Workers' Compensation.

2. Graduate Student Positions

All graduate students who are awarded teaching assistantships, graduate assistantships, or graduate research assistantships must be regular graduate degree or graduate certification students and must be enrolled in graduate course work during the term of appointment. Refer to OP 42.03 for more information regarding graduate student appointments.

a. Graduate Assistantships

A graduate student employed to perform work that uses knowledge beyond undergraduate academic studies. The position of graduate assistant is intended for graduate students employed in capacities other than teaching or research. Graduate

assistants have responsibility for a wide range of duties designed to support undergraduate instructional programs.

The duties of each graduate assistant will not exceed 17.5 hours of work per week and will depend specifically on the needs of the professor or supervisor to which the graduate student is assigned.

b. Graduate Research Assistantships

A graduate student employed in support of the research mission of the department to perform laboratory, library, field, computer, or other such activities that may assist the department's research effort. The position of research assistant is intended for graduate students employed to perform research activities.

The duties of each research assistant will not exceed 17.5 hours of work per week, will depend specifically on the research project to which the graduate student is assigned, and will be determined by the faculty member directing the project.

c. Teaching Assistantships

A graduate student employed in support of the teaching mission who is responsible for, or in charge of, a class or class section, a quiz, drill, or laboratory section. The position of teaching assistant is intended for graduate students employed in teaching activities.

Students employed as teaching assistants are generally not allowed to accept additional employment while they hold assistantship positions except with written approval of the department chair and dean of the college of graduate studies. See OP 42.03 for further details.

3. Procedure

a. Provisions

(1) Students being considered for employment at the university should be academically capable of completing their studies satisfactorily while working a required number of hours. In most cases a student is required to maintain at least a 2.0 grade point average (GPA) and/or maintain satisfactory progress to be eligible for employment.

(a) Should the student's GPA drop below 2.0, he/she will have one long semester to show satisfactory academic progress.

(b) If, after this probationary period, satisfactory academic progress has not occurred, the student may no longer be eligible for employment as a student employee.

(2) Students being considered for employment under the federally funded Work Study Program must file an application in the Office of Financial Aid and be approved for the program.

(3) Selection of departmental employees will be determined by the department chair or administrator in keeping with the job categories and pay rates. Information on the

current categories and pay rates is made available through the Office of Human Resources.

(4) When a student has been selected for employment by a department chair or administrator, an Electronic Personnel Action form (ePAF) must be completed and submitted to the Office of Human Resources. Unless otherwise indicated, the student ePAF will result in automatic termination of the student employee effective August 31st of each year.

(5) In keeping with OP 52.05 Beginning and Ending Dates of Employment, student employees may have a beginning employment date of either the 1st or 16th of the month. If the 1st or 16th falls on a holiday, the new employee may start on the day after the holiday.

(6) New-hire student employees, and some re-hire student employees, are required to report to the Office of Human Resources in order to complete essential employment paperwork. This paperwork must be completed prior to their first day of employment. Refer to OP 52.27 New Employee On-Boarding and Orientation for further information.

(7) Student ePAF's will not be approved until the student employee has completed all necessary employment paperwork. ***No prospective student employee will be allowed to work until the ePAF has been approved by the Office of Human Resources. This includes any training or orientation periods, as these are considered to be compensable work time.***

(8) Changes to a student employee's hourly pay rate are to be made only at the beginning of a long semester or the summer session and require the submission of either a Student Hourly Pay Rate Change (RSTAD) or Work Study Student Pay Rate Change (RSWADJ) ePAF.

(9) A Student Leaving Employment ePAF is to be completed only when a student is to be terminated prior to the end of a fiscal year (August 31st of each year). For students who are employed during a long semester or the summer session and are not employed between enrollment periods, this ePAF does not need to be completed.

(10) Students who are enrolled in the spring term and enrolled in the subsequent fall term do not have to take summer classes in order to maintain student status for work eligibility.

(11) If a student worker is no longer considered to be a student of Angelo State University, either because of graduation or withdrawal from classes, the student worker is obligated to report this fact to his/her supervisor and his/her student employment must be ended immediately.

(12) All hourly employee appointments are nonexempt and accurate records of hours worked must be maintained. Angelo State University requires that student employees enter the number of hours worked into the web time entry system online semi-monthly. Any questions regarding time entry should be directed to the student employee's direct supervisor.

(13) Student workers must uphold the standards of conduct and ethics that are expected of all university employees. Employee relation issues involving student workers should be handled by the employing department in conjunction with the Office of Human Resources.

(14) A new student ePAF must be completed at the beginning of each fiscal year for each student employee.

(15) Individuals who are regularly employed by Angelo State University, even if they are enrolled as full-time or part-time students, are not eligible to hold student worker positions concurrent with their regular university positions.