



Angelo State University
Operating Policy and Procedure

OP 52.44: Student Employment

DATE: March 29, 2012

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

REVIEW: This OP will be reviewed in March of even-numbered years by the director of human resources with recommended revisions forwarded through the vice president of finance and administration to the president by March 15 of the same year.

1. Policy

Student employees as defined herein are not considered to be regular university employees, even though they may work as many as forty (40) hours per week. The typical working hours for student employees will not exceed 20 hours per week. 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 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 19.5 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.

Completion of 18 graduate semester credit hours in the field is required for teaching assistantships. Teaching assistants have responsibility for lecture classes, individual instruction or laboratory sections. Teaching assistantships are for an academic year or semester.

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 and/or maintain satisfactory progress to be eligible for employment.
- (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 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) No prospective student employee may be allowed to work until the ePAF has been approved by the Office of Human Resources.
- (6) 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 a new student ePAF.

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- (7) 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). Students who are employed during a long semester or the summer session and are not employed between enrollment periods need not complete this ePAF.
- (8) 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 monthly. Any questions regarding time entry should be directed to the student employee's direct supervisor.
- (9) A new student ePAF must be completed at the beginning of each fiscal year for each student employee.
- (10) Individuals who are full-time employees of 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 full-time positions.