

33.99.08.R0.01 Student Employment

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Procedure Summary

As required by System Regulation 33.99.08 *Student Employment*, this procedure defines student employees, lists employment provisions, outlines responsibilities of various departments, summarizes work study programs requirements and introduces the right of student employees to file a grievance/appeal at Texas A&M University-Commerce.

Procedures and Responsibilities

1 GENERAL

General administration of student employment within the University is the responsibility of Human Resources. Students are responsible for applying for positions through [HIREALION](#) to secure employment.

2 EMPLOYMENT PROVISIONS

- 2.1 Work Study Students shall not work more than an average of 19 hours per week in their work study status when classes are in session. Student Workers shall not work more than an average of 19 hours per week while taking classes during the long semesters (spring and fall).
- 2.2 Full-time Graduate Assistant employees shall work 20 hours per week or teach six hours per term while taking graduate classes. Half-time Graduate Assistants employees shall work 10 hours per week or teach three hours per term while taking graduate classes. The summer teaching load is three hours per term for full-time graduate assistants. A lesser assignment is possible with a reduced salary.
- 2.3 Student employees shall be employed without regard to race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Furthermore, A&M-Commerce will maintain an environment free from discrimination on the basis of sexual orientation, gender identity or gender expression.
- 2.4 Student employees shall not be placed in budgeted positions.
- 2.5 Student employees shall not work during hours in which their classes are scheduled.

- 2.6 Student employees do not need to be enrolled during the summer to maintain student employee status as long as they intend to enroll for the following fall term.
- 2.7 Student employees may work full-time during interim periods (between semesters) and during the summer. In accordance with the Fair Labor Standards Acts (see System Regulation *31.01.02 Fair Labor Standards Acts*), as non-exempt employees, student employees are eligible to be paid overtime for hours worked over 40 hours in a workweek.
- 2.8 International students will be offered employment in accordance with System Regulation *33.99.09 Employment of Foreign Nationals* 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.

3 RESPONSIBILITY

3.1 Human Resources shall:

- 3.1.1 Assist hiring supervisors in establishment of student part-time employment positions.
- 3.1.2 Serve as a resource to assist supervisors in student employment matters.
- 3.1.3 Assist departments with Employee Workday related actions.
- 3.1.4 Maintain wage rate tables specifying position and pay ranges for undergraduate student employees.
- 3.1.5 Ensure required training is assigned in TrainTraq.

3.2 Career Development shall:

- 3.2.1 Assist hiring departments with posting vacancies on [HIREALION](#).

3.3 Financial Aid shall:

- 3.3.1 Provide verification of work study eligibility.

3.4 Hiring Department shall:

- 3.4.1 Be responsible for listing vacancies with wage and hour requirements for student workers, work study, and Graduate Assistants on HIREALION.
- 3.4.2 Ensure that employees hired under student employee title codes meet the definition of a student employee and meet the conditions of section 2. *Employment Provisions*.
- 3.4.3 Prepare and initiate Workday related business process and sub-processes when a:
 - 3.4.3.1 Student employee is hired.
 - 3.4.3.2 Student employee is promoted or given a pay increase or decrease.

- 3.4.3.3 Change is made in job title, department, or account number.
- 3.4.3.4 Student employee is terminated for any reason.
- 3.4.4 Ensure that all student employees comply with mandatory System and University training requirements in TrainTraq (<https://sso.tamus.edu>).
- 3.4.5 Ensure that all students employed for the first time and those re-employed, have completed all paperwork required by Human Resources, including an I-9 within the first three days of employment.
- 3.4.6 Verify work study eligibility.
- 3.4.7 Supervise the student.
- 3.4.8 Establish a work schedule and ensure that the job duties for each student employee are appropriate.
- 3.4.9 Ensure that all student employees report hours worked in Workday (<https://sso.tamus.edu>).

4 WAGE RATES

- 4.1 The starting rate of pay for undergraduate student employees is determined by the wage rate tables prepared by Human Resources. All student employees will be paid at least the Federal Minimum Wage. Increases in wages are in accordance the wage rate table.
- 4.2 Rate of pay for Graduate Assistants is determined by the Provost, so long as the rate is consistent with the wages of other Graduate Assistants in that department or unit.
- 4.3 Student employees are not qualified for vacation, sick leave, emergency leave, or holiday pay. Undergraduate student employees are not eligible for group insurance benefits, but Graduate Assistants are eligible if they meet the requirements outlined in System Policy *31.02 Employee Insurance and Retirement Benefits*.
- 4.4 Student employees are covered under the provisions of Worker's Compensation Insurance and Social Security. Payroll deduction for Social Security and taxes will be made as required.

5 WORK STUDY STUDENTS

- 5.1 Students who have met satisfactory academic progress requirements and are enrolled at least half-time at A&M-Commerce, as defined by *11.04.99.R0.04 Undergraduate Student Load* and *11.04.99.R0.19 Graduate Student Course Load* may be awarded Federal or Texas College Work Study (WS) funding as a part of a financial aid package by Financial Aid. Under this program, 75% of the student's gross earnings are paid from the Federal Aid or WS funds.
- 5.2 Work Study students may not exceed the WS allowance 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 that 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 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 Aid or 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.

6 GRIEVANCE OR APPEALS

- 6.1 Student employees of A&M-Commerce have the right to file a grievance regarding complaints, disagreements, or differences with an employer. Student employees also have the right to appeal employment related decisions. Grievance or appeals should be addressed in accordance with the provisions in University Procedure *33.99.08.R0.02 Student Employee Grievance and Appeal Procedure*.
- 6.2 Student employees may seek advice and/or assistance from Human Resources regarding the grievance process.

Related Statutes, Policies, or Requirements

System Policy [*31.02 Employee Insurance and Retirement Benefits*](#)

System Regulation [*31.01.02 Fair Labor Standards Acts*](#)

System Regulation [*33.05.02 Required Employee Training*](#)

System Regulation [*33.99.08 Student Employment*](#)

System Regulation [*33.99.09 Employment of Foreign Nationals*](#)

University Procedure [*13.99.99.R0.36 Undergraduate Student Load*](#)

University Procedure [*13.99.99.R0.38 Graduate Student Course Load*](#)

University Procedure [33.99.08.R0.02 Student Employee Grievance and Appeal Procedure](#)

University Procedure [33.99.08.R0.03 Graduate Assistantships](#)

Suspends University Rule [33.99.08.R1 Student Employment](#)

Definitions

Student Employee – A student who is enrolled at A&M-Commerce, is working part-time, on or off campus, and is processed through The Texas A&M University System payroll under the Student Employee Title Code established by Human Resources. The term student employee refers to employees in the following categories:

Student Worker – An undergraduate student who is processed through A&M System payroll under the Student Worker employee title code. The hiring department pays 100% of student wages.

Work Study Student – An undergraduate student who is processed through A&M System payroll under the Work Study Student employee title code. The student is awarded Federal or Texas College Work Study funding through Financial Aid. The University pays a portion of the student salary. A student employed as a Work Study Student is classified as such as long as work study funds are being utilized, even if he/she is also employed as a Student Worker by the same or another department.

Graduate Assistant – A graduate student who is processed through A&M System payroll under the Graduate Assistant employee title code. The University pays 100% of the graduate assistant's wages.

Nonaffiliated Student Worker - A student who is enrolled in high school or in another educational institution that is processed through the A&M System payroll under the Nonaffiliated Student Worker title code series. The hiring department pays 100% of student wages.

Appendix

[A&M-Commerce Undergraduate Wage Rate Table](#)

[A&M-Commerce Graduate Assistantship Salary Table](#)

Contact Office

Human Resources
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