1. GENERAL

Students at Texas A&M University-Corpus Christi may obtain paid employment with the University as Work Study or as a Student Worker. Work Study Programs (Federal & State) require applicants to meet certain financial need criteria and limit the number of hours a work study may work. Work Study students may not work more than 20 hours per week in their work study status when classes are in session. Student Workers are not required to meet financial need criteria; however, limits are imposed on the number of hours they may work, and it is strongly recommended they not work more than 20 hours per week while taking classes. University Rule 33.99.08.C2 provides guidelines on the employment of Graduate Teaching Assistants.

2. EMPLOYMENT PROVISIONS

2.1 Student employees will be employed without regard to race, color, sex, religion ethnic origin, disabilities, sexual orientation, or veteran status.

2.2 To be eligible for student employment, the student must be enrolled during that current semester except as described in 2.4.

2.3 Student employees may not work hours during which their scheduled classes are being conducted.

2.4 Student employees need not be enrolled during the summer to maintain student employee status as long as they intend to enroll in the following fall term.

2.5 International students will be offered employment in accordance with System Regulation 33.99.09.

2.6 Student employment is contingent upon a satisfactory criminal background investigation.

2.7 Student employees should not be paced in budgeted positions.

3. DEFINITIONS

Student Employee: a student who is enrolled at Texas A&M University-Corpus Christi, is working part-time, on or off campus and is processed through the Texas A&M University System payroll workstations under the Student Employee Title Codes established by Human Resources. The term student employees refers to employees in the following two categories:
3.1 Student Worker – The hiring departments pays 100% of the student’s wages plus applicable fringe benefits (FICA, Workers’ Compensation, Unemployment Insurance, etc.).

3.2 Work Study (WS) Student – The student is awarded Federal or Texas College Work-Study funding through the Office of Financial Assistance. 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 Work Study funds are being utilized, even if he/she is also employed by another department.

4. WORK STUDY STUDENTS

4.1 Participation in the Federal and State Work Study Programs requires that the applicant meet satisfactory academic progress criteria imposed on all financial aid recipients. These criteria are explained in the University catalog. Students who are interested in Federal or State Work Study must apply for financial assistance through the Department of Education at [http://www.fafsa.ed.gov](http://www.fafsa.ed.gov). The results of the FAFSA will determine the student’s eligibility and the Office of Student Financial Assistance will provide each eligible student with an award letter. In addition, the Office of Student Financial Assistance will confirm and monitor availability of Work Study funds for each student.

4.2 Students who have met satisfactory academic progress requirements and are enrolled at least halftime at Texas A&M University-Corpus Christi may be awarded Federal or Texas College work study (WS) funding as a part of a financial aid package by the Office of Student Financial Assistance. 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 25% of the gross earnings plus required payroll taxes (i.e., FICA, UCI, and WCI).

4.3 Work Study students may not exceed the Work Study 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.

4.4 Students may not be paid under the Work Study program without the approval from the Office of Financial Assistance. If the employing department or office erroneously employs a student under the Work Study object and title codes, that department or office shall assume full fiscal responsibility. Federal or Texas College Work Study funds may not be used to pay a student during any time that student is not considered fully eligible to use work study funds.

5. GRIEVANCES OR APPEALS
Student employees of Texas A&M University-Corpus Christi have the right to file a grievance and/or complaint concerning conditions of employment or treatment by management, supervisors, or other employees. Student employees also have the right to appeal employment related decisions. See University Rule 32.01.02.C1 for further information.

6. SEXUAL HARASSMENT, HARASSMENT, AND DISCRIMINATION

6.1 Texas A&M University-Corpus Christi and the Texas A&M University System (TAMUS) are committed to creating and maintaining a work and educational environment where all individuals are treated with respect and dignity and where all are free to participate in a lively exchange of ideas. Each student has the right to learn and each employee has the right to work in an environment free of all forms of harassment and one in which ideas may be freely expressed.

6.2 For information regarding harassment, see University Rule 34.01.99.C1 and University Procedure 34.01.99.C1.

Contact for Interpretation: Career Services