

33.99.08.C0.01 Student Employment

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Procedure Statement

Texas A&M University-Corpus Christi is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer committed to providing equal opportunity without regard to race, color, sex, sexual orientation, gender identity, religion, national origin, age, disability, genetic information, veteran protected status.

Reason for Procedure

The purpose of this procedure is to designate Career Services as the office responsible for the oversight of student employment at Texas A&M University-Corpus Christi.

Procedures and Responsibilities

1. GENERAL

- 1.1 This procedure applies to positions that require enrollment as a student, excluding graduate assistants. University Procedure 33.99.08.C0.02, *Graduate Assistants* provides guidelines for the employment of graduate assistants. Student employees must be authorized to work in the United States and employment is contingent upon an acceptable criminal background investigation. Student employees are paid on the bi-weekly payroll. International students will be offered employment in accordance with System Regulation 33.99.09, *Employment of Foreign Nationals*, and may not be hired without approval from Career Services.
- 1.2 All student employee position vacancies must be posted with Career Services.
- 1.3 The hiring unit shall be responsible for listing all vacancies, wage requirements, and hours with Career Services. Career Services will be responsible for referring students to the hiring units. Additionally, Career Services will post off-campus and on-campus jobs affiliated with contracted services such as food services and the university book store.

- 1.4 When a student has selected an on-campus job, he or she will be referred to the hiring unit by Career Services. If selected for hire, the student will complete necessary hiring forms provided by the hiring unit. Forms should be sent to the Human Resources, and the hiring unit should notify Career Services of the hire.

2. RESPONSIBILITY

2.1 The Career Services shall:

- 2.1.1 assist hiring supervisors in the establishment of student part-time employment positions;
- 2.1.2 receive and publish requests from prospective employers who wish to hire part-time student employees;
- 2.1.3 provide training on information required for new student employees upon request; and
- 2.1.4 provide verification of work-study eligibility along with the Office of Student Financial Assistance.

2.2 Hiring units shall:

- 2.2.1 coordinate with Human Resources to conduct and review the required criminal background checks, complete the I9 form, and make a preliminary offer of employment contingent upon a satisfactory background investigation;
- 2.2.2 prepare and submit the appropriate the electronic payroll form when
 - a) a student employee is hired,
 - b) a student employee is promoted or given a pay increase or decrease,
 - c) a change is made in job title, department or work unit, account number, or job classification, or
 - d) a student employee is separated for any reason (letters of resignation will be obtained when applicable);
- 2.2.3 create and maintain job descriptions for student employee positions;
- 2.2.4 ensure that all student employees comply with mandatory training requirements no later than five (5) business days from assuming their employment (i.e., Ethics, Information Security Awareness, and Creating a Discrimination Free Workplace);
- 2.2.5 verify work-study eligibility before hiring at the beginning of each

semester;

2.2.6 supervise the student;

2.2.7 establish a work schedule and ensure that the job duties for each student employee are appropriate for the job code and title used;

2.2.8 train employees on departmental procedures;

2.2.9 provide regular and timely feedback on performance; and

2.2.10 maintain adequate time records as supporting documentation for the department's payroll voucher and submit payroll to the appropriate office.

3. ENROLLMENT

To be eligible for a student employee position, the student must be enrolled at least half-time during the semester in which they are working. Some positions may require that a student be enrolled more than half-time. Students who were enrolled in the spring semester and who are registered for the fall semester do not have to enroll in summer courses to continue employment. However, on-campus employers who hire or continue to employ a student not currently enrolled in classes during the semester in which the student is working will be responsible for the costs of all related employment taxes and benefits.

4. WORK STUDY STUDENT EMPLOYMENT

4.1 Students awarded Work Study employment through the Federal or Texas College Work Study Program must meet certain financial need criteria; maintain satisfactory academic progress; and be enrolled at least half-time. Students may not be paid under the Work Study program without the approval from the Office of Student Financial Assistance and may not begin work in a Work Study position earlier than two (2) weeks prior to the beginning of the semester.

4.2 Work Study student employees cannot work more than 20 hours per week in this status when long-term classes are in session.

4.3 The Office of Student Financial Assistance confirms and monitors availability of Work Study funds for each student. Work Study students may not exceed the Work Study allocation awarded as part of the financial aid package. 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.

4.4 The employing unit pays a portion of the student's wage and benefits and the remaining portion is paid by the financial assistance program. Hiring units should ensure that the student's work time and allocation are prorated so the student may continue to be employed during the entire period. If the hiring unit erroneously

employs a student under the Work Study object and title codes, that unit will assume full fiscal responsibility.

5. OTHER STUDENT EMPLOYMENT

- 5.1 Students not awarded Work Study can be employed in any of the approved student employee job titles including, but not limited to: Institutional Student Worker, Student Research Assistant, Reader/Grader, Student Intern, Undergraduate Instructional Assistant, Graduate Teaching Assistant, and Graduate Research Assistant. With approval, Work Study employees may engage in dual employment in one of these titles.
- 5.2 Students in these job titles should not work more than 25 hours per week, in all combined jobs. It is recommended that student employees have an established, regular schedule of no more than 20 hours per week in all combined jobs to allow for any unexpected variances such as covering extra shifts, etc.
- 5.3 Employing units will be responsible for any overtime charges for a student working 40 hours or more.
- 5.4 The hiring unit is responsible for 100% of the student wages plus applicable fringe benefit costs associated with non-Work Study employment.

6. PAY & BENEFITS (EXCLUDING HEALTH INSURANCE)

- 6.1 Hiring units should pay students fairly and equitably and in accordance with the Student Pay Plan. Student employees do not qualify for vacation, sick leave, emergency leave, or holiday pay.
- 6.2 For pay purposes, hiring units will submit all required electronic payroll forms. Time sheets for university funded/institutional student employees, however, will be retained in the hiring units for audit purposes.

7. HEALTH INSURANCE

- 7.1 Federal law requires employers to provide group health insurance to any employee, including student employees, who work more than an average of 29 hours per week. Hours worked as federal or state Work Study are excluded from hours counted for insurance eligibility. The student employee may be entitled to this benefit for up to 12 months even if hours worked are reduced to less than 30. This benefit will remain with the student even if there are changes in the employing departments. For more information, refer to System Regulation *31.02.02, Group Insurance Programs* or contact Human Resources.
- 7.2 The hiring unit is responsible for 100% of the health insurance costs associated with non-Work Study employment.

8. GRIEVANCES

Student employees of Texas A&M University-Corpus Christi have the right to file a grievance related to employment. Complaints must be made in accordance with the provisions of System Regulation *32.01.02, Complaint and Appeal Process for Non-faculty Employees* and University Procedure *32.01.02.C0.0,1 Complaint and Appeal Process for Non-Faculty Employees*. However, a complaint alleging discrimination, sexual harassment and/or related retaliation must be filed in accordance with System Regulation *08.01.01, Civil Rights Compliance* and University Rule *08.01.01.C1, Civil Rights Compliance*. Contact the Office of Employee Development & Compliance Services or visit <http://www.tamucc.edu/marcom/complaints/> for more information.

Related Statutes, Policies or Rules

System Regulation [*08.01.01, Civil Rights Compliance*](#)

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

System Regulation [*31.02.02, Group Insurance Programs*](#)

System Regulation [*32.01.02, Complaint and Appeal Process for Non-faculty Employees*](#)

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

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

University Rule [*08.01.01.C1, Civil Rights Compliance*](#)

University Procedure [*32.01.02.C0.01, Complaint and Appeal Process for Non-Faculty Employees*](#)

University Procedure [*33.99.08.C0.02, Graduate Assistants*](#)

University Procedure [*33.99.08.C0.03, Student Internships*](#)

Contact Office

Contact for clarification and interpretation: Career Services
(361) 825-2628