

# **Texas Woman's University University Regulation and Procedure**

**Regulation and Procedure Name: Student Employment**

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Number: URP: 06.500**

**Policy Owner: Student Life**

## **POLICY STATEMENT**

The Texas Woman's University ("TWU") shall administer an Hourly Student Employee program that provides eligible students the opportunity to earn money to help pay education expenses and that complies with federal and state laws, as well as applicable TWU policies.

TWU is committed to an inclusive educational and work environment that provides equal opportunity and access to all qualified persons. TWU, in compliance with federal or state law, prohibits discrimination on the basis of race, color, national origin, age, sex, religion, disability, veterans' status, sexual orientation, gender identity, or gender expression.

## **APPLICABILITY**

This policy is applicable to TWU Students, Faculty, and Staff.

## **DEFINITIONS**

1. "Activities" means all functions, events, and programs on TWU campus premises.
2. "College Work-Study" means an hourly position funded in whole or in part by federal or state funds awarded to a student based on financial need and requires the student to be enrolled at TWU during the time of employment.
3. "Hiring Manager" means a TWU administrator who supervises one or more Hourly Student Employees.
4. "Hourly Student Employee" means a TWU student employed in an hourly, temporary position and not paid from federal or state work-study funds.
5. "Security Sensitive Position" means any position in which the employee handles currency, has access to a computer terminal, has access to a master key, or works in an area of the institution which has been designated as a security-sensitive area. All areas of the institution open to students of any age are considered security-sensitive areas for purposes of this policy.

6. "Supplemental Positions" means any position in which a student receives a task payment to recognize the student for the completion or fulfillment of obligations for a temporary initiative, such as, but not limited to, a one-time event, the duties/obligations of a student leadership position, or support for a project, such as an undergraduate research project. Supplemental positions are not used as compensation for employment.
7. "Student Employee" means a TWU student employed in a temporary position and paid on an hourly basis. Student Employees include Hourly Student Employees, College Work-Study and Undergraduate/Graduate Research Assistants. A Student Employee may not be a current staff or faculty member of TWU.
8. "Undergraduate/Graduate Research Assistants" means students who are employed on an hourly basis performing research activities related to their field of academic study, generally under the direction of a principal investigator, faculty, or staff member.

## **REGULATION AND PROCEDURE**

### **I. Terms of Employment**

A. At-Will Employment. At-Will employment applies to Student Employees; it is an employment relationship of indefinite duration that may be terminated by either party, at any time, without cause or for any reason except one that is unlawful.

#### **B. Rate of Pay**

1. Student Employees must be paid at least minimum wage, but may receive a higher wage depending on qualifications and the expectations of the position. The pay ranges for student employment can be found in the Student Assistant Compensation Plan.

a. See Table 1

2. Student salary increases are not automatic with continued employment, but may be given on the basis of performance. Deans or department heads must certify that funds are available to cover the cost of wages in excess of the minimum wage.

#### **C. Hour and Scheduling Limitations**

1. A Student Employee may not work more than a total of twenty (20) hours per week, regardless of the number of positions held on campus at one time. This expectation does not apply to stipend positions.

2. Between long semesters (Fall/Spring), a Student Employee may not work more than a total of forty (40) hours per week.
3. During the summer semester, a Student Employee may work a maximum of 40 hours per week.
4. Hiring managers must ensure Student Employees do not exceed the hour limitations established in the terms of this policy.
5. Hiring Managers must not schedule or allow students to work during scheduled class times.
6. College Work-Study student employees must maintain at least half-time enrollment (6 hours) during a fall, spring, or summer semester to retain eligibility for *federal or state* work-study funds. Hourly student employees must maintain at least half-time enrollment during fall and spring semesters to retain eligibility for student employment funds, but are not required to be enrolled during the summer in order to work on campus.

#### D. Benefits

1. Student Employees are not eligible for University benefits.
2. Student Employees are covered under the University's workers' compensation, automobile, and employee practices liability insurance programs.

## II. Eligibility Requirements

A. Enrollment Requirements. Students must meet the following minimum requirements to be eligible for student employment, except as otherwise set in outline below:

1. During the fall and spring semesters, an UNDERGRADUATE student employee must be enrolled in at least six (6) hours (unless the student is in the last semester of enrollment prior to graduation) and have at least a 2.0 cumulative grade point average. A GRADUATE student employee must be enrolled in at least three (3) hours and maintain the academic standards required by the student's graduate degree program.
2. Course enrollment during the summer is not necessary if the Hourly Student Employee (not paid from state or federal work-study funds) was enrolled during the previous spring semester and is enrolled in a minimum of six semester credit hours in the following fall semester. The appropriate vice president will address

exceptions on an individual basis.

3. College Work-Study student employees must maintain at least half-time enrollment during a fall, spring, or summer semester to retain eligibility for *federal or state* work-study funds.

#### B. Verification of Enrollment & Eligibility

1. Students must provide the Hiring Manager a copy of their current class schedule each semester they are enrolled before their first workday of the semester.
2. Students may not voluntarily agree to work more hours than allowed under this policy or to work during the hours they are scheduled for a class.
3. The Hiring Manager must verify the student's class schedule each long semester before allowing the student to work, unless the student is eligible to work without being enrolled as set out in section A above.
4. To be eligible for a work-study position, a student must have a current Free Application for Federal Student Aid ("FAFSA") or Texas Application for State Aid ("TASFA") on file with the Office of Financial Aid ("FA"). FA will determine a student's eligibility for work-study award. Eligible students are normally awarded federal or state work-study funds for the nine-month academic year (fall and spring semesters) or summer session.

### III. Hiring Process

#### A. Job Postings and Selection.

1. All vacant positions for student employees must be posted by the Hiring Manager or authorized delegate on TWU Connect, which can be found on the Career Connections Center website.
2. All vacant positions must be posted for a minimum of three business days or until the positions are filled, excluding university holidays or closure days.
3. The Hiring Manager will screen and select qualified applicants, and notify the selected applicants of an employment offer via email. The Hiring Manager will also notify those applicants not selected of the status of application using *TWUConnect*.

#### B. Other Requirements

1. Once the final candidate has been selected after the interview process, the Hiring Manager must contact Financial Aid to

confirm work study eligibility if the position requires work study.

2. Once work study has been confirmed if applicable, the Hiring Manager must copy the Office of Human Resources (“OHR”) on an official offer letter to the final candidate via email. A verbal offer may be extended prior to sending the offer email. OHR will then contact the student employee within one (1) to two (2) business days with instructions on next steps, including new hire paperwork and background check requirements if applicable.
3. If new hire paperwork and a background check is required, new student employees must complete the paperwork and provide OHR with acceptable documents to verify eligibility to work in the United States within five (5) business days after receiving the email offer.
4. A criminal history background check is required for all student employment positions.
  - a. The OHR will consider the following factors when reviewing adverse reports from the criminal history background checks:
    - i. Accuracy of the information provided in the individual’s employment application;
    - ii. Specific duties of the position;
    - iii. Number of offenses committed by the individual;
    - iv. Nature and seriousness of each offense;
    - v. Length of time between the offense and the employment decision; and
    - vi. Efforts by the individual at rehabilitation.
  - b. The OHR may deny employment to a student applicant whose criminal history check returns an adverse report reflecting a criminal disposition and will notify the Hiring Manager of the results of the criminal history background check.
5. OHR will contact the Hiring Manager once the new hire paperwork and background check has been completed and approved.
6. The Hiring Department must submit a Personal Transaction Form (“PTF”) for the new student employee. The PTF may not be

originated for new student employees until mandatory paperwork has been completed in Human Resources.

- a. Before accepting employment, international student employees must also process through the Office of International Education (“OIE”) to verify their status and eligibility to work.
  - b. Hiring Managers must notify OHR when a Student Employee or job applicant requests an accommodation for a disability. OHR will coordinate and evaluate disability accommodation requests for Student Employees.
7. After receiving confirmation from OHR, the Hiring Manager must contact the student employee to confirm their start date and provide first day instructions, including expectations for attire and their work schedule.
  8. The Hiring Manager must ensure their new student employee signs the Confidentiality Agreement on their first day of employment. The Agreement should be kept in the student employee’s file within the Hiring Department.
  9. The Hiring Manager must ensure the PTF process is complete within the first week of hire.
  10. The Hiring Manager must ensure the student employee completes “New Student Employee Orientation” within the first 30 days of employment.

#### IV. Dispute Resolution for Student Employees

- A. Student workers are encouraged to discuss employment-related concerns with their immediate supervisors, and supervisors should make reasonable efforts to address issues that are brought to their attention. Student workers may elevate their concerns to the next level supervisor, if necessary. The next level supervisor will review and consider the issue and make a final determination within seven (7) business days. If student employees are unable to bring resolution through the chain of command, they may reach out to the OHR. Complaints can also be filed with the University’s Ethics and Compliance Hotline.
- B. Student Employees who believe they have been subjected to discrimination, harassment, or retaliation against may file a complaint with the Office of Civility & Community Standards in accordance with URP 06.230: Student Grievance.

## V. Training

- A. Hiring Managers must attend mandatory training at least once every two (2) years. The Office of Human Resources, The Office of Financial Aid, and the Career Connections Center will facilitate these training sessions every semester. Training will include, but is not limited to, TWU policies on ethics, FERPA, nondiscrimination and sexual harassment, sexual assault, applicable employee-related insurance programs, and all other policies referenced in this policy. Training also will cover the hiring, training, and discipline of Student Employees.
- B. Student Employees must complete the Student Employment Orientation online module within the first 30 days of employment. Training will include, but is not limited to, TWU policies on ethics, FERPA, nondiscrimination and sexual harassment, sexual assault, applicable employee-related insurance programs, and all other policies referenced in this policy.
- C.

## VI. Records Retention

The Office of Human Resources will retain all hiring documents, including I-9s, and Hiring Managers will retain documents related to Student Employee performance as prescribed under URP 01.310: Records Retention.

## VII. Compliance

- A. The Office of Human Resources is authorized to audit Student Employee records to ensure compliance with this policy and applicable federal and state laws.
- B. Hiring Managers are required to retain Student Employees' class schedules and notification of employment offers.
- C. Any Hiring Manager who fails to comply with any provision of this policy is subject to disciplinary action, up to and including termination as outlined in TWU policies.

## **REVIEW**

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

## **REFERENCES**

[TWU Connect/Handshake – Career Connections](#)

[TWU Ethics and Compliance Hotline](#)

[URP 06.230: Student Grievance](#)

[URP 01.310: Records Retention](#)

**FORMS AND TOOLS**

None

<p><b>Publication Date:</b></p> <p><b>Next Review:</b></p>
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**Table 1**  
**Student Assistant Compensation Plan**

Students must be paid at least minimum wage. Wages are applicable to undergrad or graduate level students if they are performing student hourly work. The below rates do not apply to Graduate Employees performing graduate level work. Please refer to the graduate school for the master and doctoral level pay scales.

Individual departments may set specific wage schedules for their operations. A well-written and updated task list is the basis for determining student-employment pay rates. Departments should consider the complexity of the student work and the skills, knowledge, certifications, etc. required to perform a job when determining wage rates for student positions. In addition, supervisors should consider the issue of pay equity with current student incumbents.

<b>Student Assistant Classification Level</b>	<b>Range</b>
<b>Student Assistant I</b> – Performs work requiring a combination of basic skills and some experience. Work is guided by applicable work principles and standardized techniques.	\$7.25 - \$11.00
<b>Student Assistant II</b> – Performs work requiring training that is more specialized. Usually requires experience and/or being on the job. Minimal level of supervision received. Work is analytical, technical, and based on acquired skills.	\$11.00 - \$13.00
<b>Student Assistant III</b> – Performs specialized student duties such as student researchers requiring specialized training. May require minimum experience. Works with greater independence than lower level positions and receives a minimal level of supervision. May act as lead to other student employees. Considered specialized student positions.	\$13.00 - \$15.00
<b>Student Assistant IV</b> – Performs para-professional level work. Provides leadership in area of expertise. Acts as lead to other student employees. Positions work independently and can be highly technical in nature.	\$15.00 - \$19.00