The purpose of this rule is to establish the Office of Financial Aid (OFA) as the office responsible for the oversight of student employment at Texas A&M International University (TAMIU). This includes hiring all student worker positions, developing and communicating student employment requirements, outlining responsibilities of OFA and hiring departments, summarizing work study program requirements, and ensuring student workers understand their right to file a grievance/appeal.

Definitions

Student Worker: A student who is enrolled at Texas A&M International University, is working part-time on campus, and is processed through the OFA under the Student Employment title codes established by the Office of Human Resources. The term student worker refers to employees in the following two categories:

1. Student Employee: The hiring department pays 100% of the student’s wages plus applicable fringe benefits (FICA, Workers’ Compensation, Unemployment Insurance, etc.) Employees in this category may hold titles such as Student Employee, Student Lab Assistant, Student Research Assistant, Student Data & Information Assistant, Facility Assistant, or Student Manager.

2. Work Study (WS): The student must meet federal/state requirements to participate in these programs and the Satisfactory Academic Progress (SAP) Policy. After selection, the student is awarded Federal or State College Work Study funding through OFA. The University pays a portion of the student’s salary plus applicable fringe benefits (FICA, Workers’ Compensation, Unemployment Insurance, etc.). A student employed as a Work Study is classified as such as long as WS funds are being utilized. Employees in this category may hold titles such as Federal College Work Study, State College Work Study, or Federal College Community Service Work Study.

Procedures and Responsibilities

1. GENERAL

1.1 General administration of student employment within the University is the responsibility of the Office of Financial Aid. OFA shall serve as the main unit for student
workers at Texas A&M International University in coordination with the Office of Human Resources and the Office of Budget, Payroll, and Fiscal Analysis. Students are responsible for applying for on-campus jobs to secure employment. The provisions of this rule do not apply to the following:

1.1.1 Graduate assistant teaching or non-teaching positions.
1.1.2 Graduate assistant research positions.
1.1.3 Non-student employment positions that are processed through the Office of Human Resources.
1.1.4 Contract positions.

2. EMPLOYMENT PROVISIONS

2.1 Student workers may not work during their scheduled class time.
2.2 Student workers need not be enrolled during the summer to maintain student worker status as long as they are preregistered for the following fall term and sign a statement promising to meet registration requirements.
2.3 International student workers will be offered employment in accordance with System Policy and Federal regulations. Federal regulations related to student employment are complex and may change frequently, so hiring departments are urged to consult with the OFA in coordination with the Office of Student Affairs.

3. ELIGIBILITY CRITERIA

3.1 TAMIU OFA Student Employment Program has the right to discontinue employment if student workers do not meet and/or maintain the registration and/or grade point average (GPA) requirements stated below.

3.1.1 Student Employees (Non-need based):

3.1.1.1 Must be enrolled at least half-time (6 semester credit hours) during the fall and spring semesters in a degree-granting course of study.
3.1.1.1.1 Provision for semester of graduation: student may be exempt from enrollment requirement due to graduation, but must submit proof of meeting graduation requirements.
3.1.1.2 International students must meet the federal immigration guidelines of 12 semester credit hours for undergraduates and 9 semester credit hours for graduates.
3.1.1.3 During the summer term, the student must have enrolled during the spring semester and/or be admitted and pre-registered for the fall semester. Additionally, the student will be required to sign a statement promising to meet registration requirements.
3.1.1.4 Student must have and maintain an overall minimum institutional GPA of a 2.0/4.0 for undergraduates and a 3.0/4.0 for graduates.

3.1.2 Work Study (Need based):

3.1.2.1 Student must be enrolled at least half-time (6 semester credit hours) during the fall and spring semesters in a degree-granting course of study.
3.1.2.2 Student must be a U. S. Citizen or an eligible non-citizen (permanent U.S. resident with a Permanent Resident Card I-551.)
3.1.2.3 Student must demonstrate financial need.
3.1.2.4 Student must have and maintain an overall minimum institutional GPA of a 2.0/4.0 for undergraduates and a 3.0/4.0 for graduates.
3.1.2.5 Student must not be in default or delinquent on any loan plan with the university, state, or federal government.
3.1.2.6 Student must have a current and complete folder with the OFA.
3.1.2.7 Student must meet all other requirements as stated in the SAP policy (please see OFA web site for most current and updated SAP requirements.)

4. RESPONSIBILITIES

4.1 Office of Financial Aid shall:

4.1.1 Assist supervisors in the process of hiring and separating student workers.
4.1.2 Receive and process requests from department supervisors who wish to hire student workers.
4.1.3 Provide supervisors with annual Student Employment Training to include information on University rules, changes, and/or updates.
4.1.4 Provide New Student Worker Orientation, to include information on University Rules and other information required for new student workers.
4.1.5 Provide verification of work study eligibility.
4.1.6 Serve as a resource to assist students seeking part-time student employment on campus.

4.2 Hiring Departments shall:

4.2.1 Ensure employees hired under student worker title codes meet the definition of student worker.
4.2.2 Prepare and submit an Employee Payroll Action (EPA) request when:
   4.2.2.1 Student worker is hired,
   4.2.2.2 Student worker is to be promoted, transferred, or given a pay increase,
   4.2.2.3 Change is to be made to job title, department or work unit, account number, or job classification, or
   4.2.2.4 Student worker is to separate employment for any reason. Letters of resignation will be obtained, termination letters with appropriate documentation (please contact Human Resources for procedures prior to any disciplinary action and/or termination) and exit form.
4.2.3 Post job vacancies in Dusty Works.
4.2.4 Ensure that all student workers comply with all TrainTraq training requirements (i.e. Ethics, Creating a Discrimination Free Workplace, Reporting Fraud, Waste, and Abuse, etc.) by completing training by the deadline.
4.2.5 Ensure the student worker title and title code used are based on the actual job duties of the position.
4.2.6 Ensure that the student’s work term does not exceed the end date specified on the final Electronic Personnel Action (EPA).
4.2.7 Supervise the student.
4.2.8 Establish a work schedule for the student.
5. PAY PLAN AND BENEFITS

5.1 All student workers will be paid in accordance with the student employment pay scale developed and posted on the Human Resources Office webpage under the Pay Plan tab.

5.2 Student workers are not eligible to participate in retirement or group health insurance programs and are not eligible for sick leave, vacation, or paid holidays. Student workers are covered under the provisions of Workers’ Compensation Insurance and Social Security. Payroll deductions for Social Security and taxes will be made by the Payroll Office as appropriate.

6. WORK STUDY

6.1 Students who have met eligibility criteria may be awarded Federal or Texas college work study (WS) funding as part of a financial aid package by the OFA.

6.2 Work Study students may not exceed their cost of attendance with their WS allocation.

7. GRIEVANCES OR APPEALS

7.1 TAMIU student workers have the right to file a grievance regarding complaints, disagreements, or differences with their supervisor or coworkers. Student workers also have the right to appeal employment-related decisions.

7.2 Student workers may seek advice and/or direction from the OFA Student Employment Program regarding the grievance process.

Related Statutes, Policies, Regulations, Rules or Requirements

System Regulation 33.99.08 Student Employment

Contact Office

Office of Financial Aid (956)326-2225 or (956)326-2165

System Approvals

Approved for Legal Sufficiency:

Ray Bonilla
General Counsel

Approved:

John Sharp
Chancellor