

**ADMINISTRATIVE PROCEDURES**

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| **10.20 Student Employment**  | **Revised: May 16, 2022** |

1. GOVERNING REGULATIONS

This procedure is governed by System Regulation [33.99.08](http://policies.tamus.edu/33-99-08.pdf) Student Employment.

2. GENERAL

This administrative procedure provides guidance for student employment within the Texas A&M Forest Service. A student employee is defined as an employee for whom student status is a requirement for employment. This procedure does not apply to graduate assistants.

3. STUDENT EMPLOYEE CLASSIFICATIONS

3.1 Student Employee – a student enrolled at a university within the A&M System. The hiring department pays 100% of the student’s wages. Payment of applicable fringe benefits (FICA, workers’ compensation, unemployment insurance, etc.) is handled the same as for regular employees.

* 1. 3.2 Non-affiliated Student Employee – a student enrolled in an institution outside the A&M System (i.e., enrolled in a high school, junior college, other college or university). Non-affiliated student employees will be paid comparable to student employees performing similar duties.
1. EMPLOYMENT PROVISIONS

The following provisions apply to all student employees and non-affiliated student employees:

4.1 Student employee positions are exempt from posting requirements with the Texas Workforce Commission, in accordance with System Regulation 33.99.01 Employment Practices.

4.2 Student employee candidates must complete all pre-employment compliance requirements before starting employment.

4.3 Student employees may not work hours during which their scheduled classes are being conducted. Student employees are hired for an average of less than 20 hours per week, are paid bi-weekly and are not eligible for participation in retirement programs, group health programs or fringe benefits such as holiday, vacation or sick pay.

4.4 Student employees need not be enrolled during the summer to maintain student employee status as long as they intend to enroll for the following fall semester.

4.5 Student employees may work full-time during interim periods (between semesters) and during the summer.

4.6 A student placed in a budgeted position is no longer considered a student employee and loses exemption from payment of Social Security taxes.

4.7 Employment of international students will be in accordance with System Regulation [33.99.09](https://policies.tamus.edu/33-99-09.pdf), Employment of Foreign Nationals.

1. RESPONSIBILITIES
	1. 5.1 Employee Development (ED) will:
	2. a. assist hiring supervisors in the establishment of student employment positions, and
	3. b. receive and publish requests from departments who wish to hire students.
	4. 5.2 The hiring department will:
		1. a. contact ED for appropriate pre-employment administration prior to hire
	5. b. prepare and submit a Form 500 Personnel/Budget Action when:
	6. (1) a student is to be hired

(2) a student employee is recommended for a pay increase

1. (3) a change is made in job title, department or work unit, funding account, or job classification, or

(4) a student’s employment is terminated for any reason (letters of resignation will be obtained when applicable)

* 1. c. perform all steps for hiring seasonal employees in the [Steps in Filling a Position](https://tfsweb.tamu.edu/uploadedFiles/TFSMain/Finance_and_Admin/Staff_Resources/Employee_Development/Steps%20in%20Filling%20a%20Position%2020170629.pdf) document with the exception of posting requirements as outlined in section 4.1, which includes new employee orientation (NEO) and mandatory training. NEO for students hired in College Station will be conducted by ED.

d. supervise the student and,

e. establish a work schedule and ensure that the job duties for each student are appropriate for the title used.

1. WAGE RATES
	1. 6.1 All students employed by the agency are paid in accordance with the student wage rates in the [Pay Range Listing](https://tfsfinance.tamu.edu/modules/finance/admin/admin_procedures/1002%20TFS%20Pay%20Ranges.xlsx).
	2. 6.2 In determining the title and pay rate, the department is to consider the following:
	3. a. the skills needed to perform the job
	4. b. rates the department would normally pay other students performing similar duties, and

c. level of knowledge or experience.

* 1. 6.3 The employing department will appropriately document a pay increase recommendation through a performance review using the [Performance Appraisal - New Employee](http://tfsfinance.tamu.edu/modules/finance/admin/procedures/Performance%20Appraisal%20-%20New%20Employee.docx) form. An increase of $0.50/hr is permitted for students being re-employed for a subsequent fiscal year. Additional justification will be required for greater increases.
	2. 6.4 All student employees are covered under the provisions of Workers’ Compensation Insurance. Student employees are exempt from Social Security taxes under certain conditions. Non-affiliated student employees are responsible for paying Social Security taxes in accordance with Federal law.
1. 7. COMPLAINTS / WORKPLACE ISSUES
	1. Students are encouraged to discuss any workplace complaint or issue with their supervisor. If the student is unable to resolve the issue through their chain of command, the student may seek advice and/or assistance from the Texas A&M AgriLife Human Resources Manager.

CONTACT: Texas A&M AgriLife Human Resources Manager, (979) 845-2423