

**PRAIRIE VIEW A&M UNIVERSITY
UNIVERSITY RULE**



33.99.08.P1 Student Employment
Approved February 11, 2014
Next Scheduled Review: February 2019

Rule Statement

In accordance with System Regulation [33.99.08 Student Employment](#), Prairie View A&M University (PVAMU) has established this Rule to oversee the University's process for student employment.

Reason for Rule

The purpose of this Rule is to define student employees, list employment provisions, note wage rate considerations, summarize work study program requirements, and introduce the right a student employee has to file a grievance/appeal.

Official Procedures and Responsibilities

1. GENERAL

- 1.1 Students at PVAMU may obtain paid employment with the University as work study employees, student hourly employees, or graduate assistants. Work Study Programs (federal and state) require applicants to meet certain financial need criteria and limit the number of hours a work study student 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 hourly employees are not required to meet financial need criteria and may not work more than 20 hours per week. Graduate assistants (non-teaching) may not work more than 25 hours per week while taking graduate classes. Graduate assistants (Teaching or Research) and graduate assistants holding an F-1 (student) visa may not work more than 20 hours per week while taking graduate classes.

2. EMPLOYMENT PROVISIONS

- 2.1 Student employees will be employed without regard to race, color, sex, religion, national origin, age, disability, genetic information, or veteran status.
- 2.2 To be eligible for student employment, the student must be enrolled during that current semester except as described in Section 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 have enrolled during the preceding spring and following fall terms.
- 2.5 Student employment is contingent upon a satisfactory criminal background investigation.
- 2.6 Student employees may not be placed in budgeted positions with a non-student title code.
- 2.7 All student employees classified as student workers may not work beyond the last day of each term as determined by the Student Employment Office (SEO).

3. WORK STUDY EMPLOYEES

- 3.1 Participation in the federal and state work study programs requires that the applicant meet satisfactory academic progress criteria imposed on all financial aid recipients. 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>. The results of the Free Application for Federal Student Aid (FAFSA) will determine the student's eligibility and the Office of Student Financial Aid & Scholarships (OSFAS) will provide each eligible student with an award letter and monitor funds. The SEO will ensure that students do not work beyond the allocated work study award amount and notify employing departments when students are approaching the exhaustion of or have exhausted all work study funds.
- 3.2 Students who have met satisfactory academic progress requirements and are enrolled for at least six (6) semester credit hours at PVAMU may be awarded Federal or Texas College work study funding as a part of a financial aid package by the OSFAS. Under this program, 100% of the student's gross earnings are paid from the Federal or Texas College work study funds.
 - 3.2.1 Work study employees need not be enrolled during the summer to maintain work study employee status as long as they have enrolled for the following fall term.
- 3.3 Work study students may not exceed the work study allocation awarded as part of the financial aid package. Hiring departments 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 a work study student works beyond the awarded work study amount, the SEO will notify the department budget head to ensure all amounts exceeding the allocated work study award are paid at 100% by the employing department.
- 3.4 Students may not be paid under the work study program without an award letter from the OSFAS and completing and signing the Statement of Enrollment Form. If the employing department erroneously employs a student under the work study object and title codes, that department 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.

4. STUDENT HOURLY EMPLOYEES

- 4.1 Participation in the student hourly program requires that the applicant meet satisfactory academic progress criteria. Students must have met satisfactory academic progress requirements and are enrolled for at least six (6) semester credit hours at PVAMU. Undergraduate students who are interested in student hourly positions should contact the hiring department for which the student hourly positions are available as posted on the SEO website.
- 4.2 Student hourly employee's gross earnings are paid at 100% by the employing department including the applicable payroll taxes (i.e. FICA, Medicare, etc.). Federal withholding taxes will be deducted from all student hourly wages earned as required by law.
- 4.3 While there is no financial need criteria associated with the student hourly program, students are required to report student hourly earnings on their FAFSA for the following financial aid year.
- 4.4 Student hourly workers may not hold both a work study and a student hourly position simultaneously.

5. GRADUATE ASSISTANT EMPLOYEES

- 5.1 Participation in the graduate assistantship program requires that the applicant meet satisfactory academic progress criteria. Graduate students who are interested in the graduate assistantship program should contact employing departments on campus regarding their interest in a graduate assistantship.
- 5.2 Graduate students must satisfactorily meet the academic progress requirements and must be enrolled for a minimum of nine (maximum of twelve) semester hours in a course of study leading to a recognized educational objective. Graduate assistants will meet the general requirements for employment at PVAMU applicable to all employees. Departments seeking to hire a graduate assistant must obtain approval from the appropriate vice president or designee through the approval of a written offer of employment.
- 5.3 Graduate students may not be paid under the graduate assistantship program without prior approval as stated in Section 5.2. Employing departments assume full fiscal responsibility for the payment of graduate assistants to include all applicable payroll taxes (i.e. FICA, Medicare, etc.) and benefits.
- 5.4 Graduate assistants may be eligible to participate in group insurance programs if the graduate assistantship appointment is for a period of four and one-half (4-1/2) months or longer, has a work effort of 50% or greater, and the positions require that the student be enrolled in graduate level courses. Graduate assistants are ineligible for retirement or other benefits as stated in System Regulation [33.99.08 Student Employment](#).

6. WAGE RATES

- 6.1 All student employees will be paid in accordance with the wage rate table developed and posted by the SEO. All student employment classifications are listed by base rate and maximum rate. The starting rate of pay is at the department's discretion so long as the rate is consistent with the wage rate tables and the wages of other student workers in that department or unit.
- 6.2 Student rates of pay will be based on job duties and the students' previous experience, degree of skill, longevity, and required level of supervision.
- 6.3 Student employees are not eligible to participate in retirement or group insurance programs nor are such students eligible for fringe benefits such as sick leave, vacation time, health insurance, or paid holidays. Student employees are covered under the provisions of Workers' Compensation Insurance and social security. Payroll deductions for social security and taxes will be made as appropriate.

7. GRIEVANCES OR APPEALS

- 7.1 Student employees of PVAMU 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 System Policy [32.01 Employee Complaint and Appeal Procedures](#), System Regulation [32.01.02 Complaint and Appeal Process for Non-faculty Employees](#), and University Rule [32.01.02.P1 Complaint and Appeal Process for Non-Faculty Employees](#) for further information.

8. DISCRIMINATION, SEXUAL HARASSMENT, AND/OR RELATED RETALIATION

- 8.1 PVAMU is committed to creating and maintaining a workplace free from discrimination, sexual harassment, and/or related retaliation.
- 8.2 For information regarding civil rights protections and complaint procedures, see System Policy [08.01 Civil Rights Protections and Compliance](#) and System Regulation [08.01.01 Civil Rights Compliance](#).

Related Statutes, Policies, Regulations and Rules

[System Regulation 33.99.08 Student Employment](#)

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

[System Policy 08.01 Civil Rights Protections and Compliance](#)

[System Regulation 08.01.01 Civil Rights Compliance](#)

[System Policy 32.01 Employee Complaint and Appeal Procedures](#)

[System Regulation 32.01.01 Complaint and Appeal Procedure for Faculty](#)

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

Definitions

Work Study - a working title designated to PVAMU enrolled students employed by the University. Qualifying work study students are required to meet financial need criteria awarded through the Office of Student Financial Aid & Scholarships. Funds for work study positions are paid through Federal/State resources.

Student Hourly - a working title designated to PVAMU enrolled students employed by the University. Hiring departments can hire student hourly positions based on their departmental budget. Funds for student hourly positions are withdrawn from the hiring department's budget.

Graduate Assistant - a working title designated to PVAMU enrolled graduate students employed by the University. Funds for Graduate Assistant positions being paid from 100% of a department's budget are withdrawn from the hiring department's budget. Funds for graduate assistant positions receiving Federal or Texas Work Study funds are paid through Federal/State resources.

Contact Office

Office of Human Resources 936-261-1730
