PRAIRIE VIEW A&M UNIVERSITY
UNIVERSITY ADMINISTRATIVE PROCEDURE

33.99.08.P0.01 Student Employment
Approved May 15, 1998
Revised June, 16, 2000
Revised September 26, 2013
Next Scheduled Review: September 2018

UAP Purpose

The purpose of this University Administrative Procedure (UAP) is to provide guidance for hiring student employees at Prairie View A&M University (PVAMU). Student employment is defined by three working terms: students who are currently enrolled at PVAMU and qualify as either a 1) Student Hourly; 2) Work-Study; or, 3) Graduate Assistant - Non Teaching.

Definitions

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 Funds for student hourly positions are withdrawn from the hiring department’s budget.

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.

Graduate Assistant - a working title designated to PVAMU enrolled graduate students employed by the University. Funds for graduate assistant positions receiving Federal or Texas Work Study funds are paid through federal/state resources. Qualifying work study students are required to meet financial need criteria awarded through the Office of Student Financial Aid & Scholarships. Funds for graduate assistant positions being paid from 100% of a department’s budget are withdrawn from the hiring department’s budget.

Official Procedures and Responsibilities

1. GENERAL

1.1 The Office of Human Resources (OHR) is responsible for the general administration of student employment within PVAMU. The Student Employment Office (SEO) is the designated OHR office that oversees the student employment process within PVAMU. The provisions of this UAP apply to all student employees including graduate students being paid through the Work Study Program.
1.2 Students desiring employment with PVAMU are responsible for understanding the rules and guidelines that apply to them as employees. To be eligible for student employment, students must be presently enrolled for at least nine (9) graduate or six (6) undergraduate semester credit hours during the term in which the work is to be done. For work eligibility during a summer term, a student must be enrolled for at least six (6) graduate or undergraduate semester credit hours during the term in which the work is to be done.

1.3 Graduate assistants that do not receive work study awards must be processed through the OHR as a graduate assistant. Please reference the Manager's/Supervisor's Guide for Hiring Graduate Assistants for more details on the hiring of graduate assistants in this category. Graduate assistants must be enrolled in graduate courses at PVAMU as stipulated in Section 1.2 to be eligible for a graduate assistantship unless otherwise approved by the Dean of the Graduate School or his/her designee.

2. HIRING PROCEDURES

2.1 Departments employing student workers are required to complete the PVAMU Student Employment Job Description Form and submit it to the Student Employment Office (SEO).

2.2 The SEO will post the job information provided by the employing departments on the SEO website for a period of five (5) working days. Students who are interested in the position should contact the hiring department for information and/or an interview.

2.3 The hiring department will review the student applicant information to identify all potential student workers and schedule interviews with the students.

3. WORK HOURS PER WEEK

3.1 Undergraduate students may work only 20 hours per week in any week that classes are scheduled, including final examination week. Graduate students may work only 35 hours per week. International students, either undergraduate or graduate, may work only 20 hours per week in any week that classes are scheduled, including final examination week.

4. WORK SCHEDULE

4.1 A student’s work schedule should be agreed upon by the supervisor and the student, prior to beginning their employment. The supervisor and the student are required to sign the completed Student Employment Work Schedule Form and provide a copy to the SEO as a part of the hiring packet. Any changes to the work schedule must be approved in writing by the supervisor and a copy of the amended work schedule should be provided to the SEO for the student’s file.

5. PAYCHECKS

5.1 Student employees are paid on a bi-weekly basis. Each paycheck should reflect payment for the preceding two-week pay period as determined by the Texas A&M University System bi-weekly pay schedule.
5.2 Student employees may receive their paycheck through one of the following methods:

5.2.1 Direct deposit;

5.2.2 In person at the cashier’s window in the W. R. Banks Building; or,

5.2.3 By mail.

6. REST PERIODS

6.1 For every four (4) consecutive hours of work, a student employee is permitted to take a paid rest period not to exceed fifteen (15) minutes. These rest periods are to be taken away from the work area and must be scheduled with the supervisor to ensure office continuity. A student employee who works six (6) or more consecutive hours is also entitled to take an unpaid lunch break of at least thirty (30) minutes.

7. BENEFITS

7.1 All student employees and graduate assistants (non-teaching) employed through the SEO do not qualify for annual leave, sick leave, holiday pay, group insurance, retirement plan participation, or leave of absences.

8. DRESS CODE

8.1 Employing departments may establish dress codes for student workers. The employing department should communicate such requirements to the student employees prior to hiring them.

9. PAY INCREASES

9.1 At the end of an employment term, the supervisor should complete a Student Employment Performance Review Form. Based on the results of the performance review, a supervisor may increase the student’s rate of pay for the next hiring period. Please note that a completed performance review form is required when a department submits an EWR via Canopy to increase a student’s pay rate.

9.2 A student may only receive one (1) pay increase during an academic year.

Related Statutes, Policies, Regulations and Rules

System Regulation 33.99.08 Student Employment

Contact Office

Office of Human Resources 936-261-1730