

SUL ROSS STATE UNIVERSITY

A Member of the Texas State University System

SRSU Policy: Student Employment Policy

SRSU Policy ID: APM 4.03

Policy Reviewed by: Director of Human Resources

Approval Authority: Vice President for Finance and Operations

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A. Purpose

The purpose of the student employment program at Sul Ross State University is twofold: to provide a broad range of job opportunities for qualified students, and to provide valuable student assistance for University departments. The policies and procedures presented herein are established to meet state and federal regulations and provide equal opportunity and fair treatment for all student employees.

B. General Regulations

Students being considered for employment at the University must be in good academic and disciplinary standing, enrolled at least half-time, and making satisfactory progress toward a degree. International students must be enrolled full-time and be in good academic and disciplinary standing to be eligible to work on campus. A student who has been admitted on probation and is employed will not be eligible for employment for more than one additional semester unless the academic probation is removed. A student will be relieved of his/her employment responsibilities at the time he/she receives a disciplinary penalty of probation or deferred suspension and will not be permitted to hold a position on campus until all disciplinary sanctions have been lifted.

A student placed on academic probation at the end of a semester in which they have been employed will not be eligible for employment for more than one additional semester unless the academic probation is removed or upon approval by the Counseling Center on request of the department employing the student. This request is to be submitted to the Counseling Center who will review the student's status and make a recommendation on continued employment. A recommendation for continued employment shall include an academic progress plan (contract) signed by the student and a counselor. It is the intent of the Counseling Center to assist the student in overcoming their probationary status and achieve the desired grade point average.

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All student employees will be limited to a maximum of 20 hours of employment per week except in special circumstances. Students may work up to 40 hours per week during vacation periods when classes are not in session. Work above the 20-hour limit, except during semester breaks, will require the approval of the appropriate Vice President. International students may not work more than 20 hours per week while school is in session.

It is the policy of Sul Ross State University not to discriminate in the area of student employment regardless of race, color, national origin, religion, sex, age, or disability. This policy applies to all aspects of the employment process, including recruitment, hiring, placement, transfer, promotion, rates of pay, and other forms of compensation, benefits, training, advertising, and testing.

C. Student Employment Funds

There are three sources of funding for the University student employment program: the college work-study program, state appropriations, and auxiliary funds. Student employees are generally referred to as student assistants; however, for fiscal purposes, students are categorized as either work-study or institutional student employees according to primary funding sources.

Prior to employment, all student employees must complete a Family Financial Statement packet which is available in the Student Financial Assistance Offices.

D. Employment Eligibility

Under the Immigration Reform and Control Act of 1986, the University is required to verify a new hire's identity and his/her eligibility to work in the United States before the employee begins work at the University. Employees must complete an Immigration and Naturalization Service Form I-9 in Human Resources. The University may verify both identity and eligibility to work by examining one of the following: a United States Passport, a certificate of United States citizenship, a certificate of naturalization, an unexpired foreign passport, or a resident alien card or other alien registration card evidencing authorization to work in the United States. Other acceptable documentation may include both a driver's license and a social security card, or both a driver's license and an official birth certificate issued by a state, county or city in the United States. Other types of documentation may be acceptable, and a complete list is available in Human Resources.

Background checks will be conducted for students before being employed in areas

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designated as security sensitive in compliance with Government Code Chapter 411.094. Security sensitive areas will include handling currency, access to a computer terminal, access to a master key, and other security sensitive areas as designated by the Executive Committee. Department heads of security sensitive areas will have the finalist for a student position sign a request for a background check and deliver it to Human Resources. Department head must receive background check clearance before student may begin work.

E. Selection and Hiring

Selection of student employees will be determined by the account manager/department head in keeping with current job classifications and pay rates. When a student has been selected for employment a "Student Employment Authorization" form (see Appendix A) must be completed and submitted to Human Resources for certification of availability of funds. No student may be allowed to work until the authorization form is returned to the department verified by Human Resources.

F. Student Pay Rate

Student employees will be paid at an hourly rate set by the University. Graduate teaching assistants, research assistants, and residence hall directors may be paid a monthly salary rate. Changes in pay rates may be made to comply with federal and state law.

G. Time Reporting Procedure

The U.S. Department of Labor requires that a time record be kept on each hourly employee. The hourly/student employment pay period begins on the sixteenth of each month and ends on the fifteenth of the following month. Hourly employees should have timesheets submitted by the last working day in the pay period using the web time entry process. It is the responsibility of each account manager/department head to see that the records are kept accurate and are complete because they are audited by state officials. These forms must then be approved by the account manager/department head and moved to the next step in the payroll process. Hourly/student payroll will be issued on the first working day of the month. Checks on each campus may be signed for at the Cashier's Office on that campus. Direct deposit information can be viewed via self-service on the web.

It should be clearly noted that student hourly employees working an average of 20

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hours per week are not considered to be half-time employees or full-time employees for benefit purposes even though they may work up to 40 hours when classes are not in session.

H. Terminations

When a student ends employment with the University before the ending date on the original "Student Employment Authorization" form, the department head/account manager should complete a new "Student Employment Authorization" with the termination date, and forward it to Human Resources.

I. Graduate Assistants

A limited number of graduate assistantships are available for qualified graduate students - both in the area of teaching and research. Teaching assistantships are for a nine-month period beginning September 1. The funds for graduate teaching assistants are derived from faculty salary money and as such are restricted to paying the salaries or wages of those engaged in the teaching function; included are teaching assistants who are responsible for, or are in charge of, a class section, quiz, drill or laboratory section.

Research assistantships are generally for nine months, although they may be filled for shorter or longer periods. The stipends for graduate research assistantships vary according to the nature and the amount of work required.

All graduate assistants are required to carry a course load of 6 to 12 graduate semester credit hours per semester. All teaching assistants are required to work 20 hours per week; the number of hours per week required for research assistants is determined by the nature of the research, as approved by the department head.

The following excerpt from a Texas statute applies to teaching or research assistants.

Statute: Section 54.063 A teaching assistant or research assistant of any institution of higher education and the spouse and children of such a teaching assistant or research assistant covered by this section is entitled to register in a state institution of higher education by paying the tuition fees and other fees or charges required for Texas residents under Section 54.051 of this code, without

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regard to the length of time the assistant has resided in Texas, if the assistant is employed at least one-half time in a teaching or research assistant position which relates to the assistant's degree program under rules and regulations established by the employer institution.

Teaching or research assistants employed at least half time by a public institution of higher education in a degree-program related position, with an effective date of employment on or before the official census date of the relevant term(s), may pay the same tuition while attending the employing institution as a resident of Texas for themselves, their spouses, and their dependent children, regardless of the length of residence in the state. The public institution that employs the students will determine whether or not the students' jobs relate to their degree programs.

Selection of graduate students to receive assistantships is made by the appropriate department head with the approval of the dean. In order to receive an assistantship, a student must be admitted to graduate studies. Application forms for assistantships are available through the department head.

Graduate Assistants are appointed on a Temporary Employment form completed by the academic department and forwarded to Human Resources. The appropriate authorization form must be completed showing a new ending date if a graduate assistant terminates employment before the ending date on the original authorization.