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## PROCEDURE SUMMARY

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Student employees are those whose association with Texas A&M Veterinary Medical Diagnostic Laboratory (TVMDL) is for the primary purpose of furthering their formal education.

This procedure, in conjunction with Texas A&M University System (A&M System) Regulation 33.99.08, *Student Employment*, establishes requirements for student employment and hiring student employees (student workers, work-study students, and non-affiliated student workers).

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## PROCEDURES AND RESPONSIBILITIES

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### 1.0 EMPLOYMENT PROVISIONS

- 1.1 Student employees should not be placed in budgeted positions.
- 1.2 Student employees should not work during the hours they are scheduled to be in class.
- 1.3 Student employees do not need to be enrolled during the summer to maintain student employee status if they intend to enroll for the following fall term.
- 1.4 Student employees may work full-time during interim periods and during the summer.
- 1.5 Only students with advanced approval from Texas A&M University (Texas A&M) Scholarships & Financial Aid may be hired in work-study title codes. Eligible students will present a work-study authorization form to the hiring unit, and the hiring unit will place a copy of the form into Laserfiche WIP Payroll folder.
- 1.6 Employment of international students will be in accordance with A&M System Regulation 33.99.09, *Employment of Foreign Nationals*.
- 1.7 Student employees 17 years of age and under require prior approval from the Agency Director.

### 2.0 EMPLOYMENT PROCEDURES

- 2.1 Students desiring employment are responsible for understanding the rules and guidelines that apply to them as employees. Student employees must complete an online employee orientation through [New Student Employee Orientation](#).
- 2.2 The hiring unit should create a student employee position in Workday, if needed, and follow the Direct Hire process to enter the student employee information.
- 2.3 When hiring a work-study student, the hiring unit should provide an alternate title code and source of funds to be used when/if the student's allocation of work-study funds is expended, or when estimated time sheets are required. Either Texas A&M Scholarships & Financial Aid or the employing unit may initiate the request that the source be moved from work study to non-work study. Additional information may be found at [Jobs For Aggies - Types of Employment](#).

### 3.0 WAGE RATES

- 3.1 All student employees will be paid in accordance with the Student Employee Pay Scale: [Jobs For Aggies - For On-Campus Employers](#). Student employment classifications are listed by basic rate and maximum rate. The starting rate of pay is at the unit's discretion so long as the rate is consistent with the Student Employee Pay Scale. Wages paid to students are based on job duties and the student's previous experience, degree of skill, longevity, and required level of supervision. The student's academic classification has no bearing on the title code or rate of pay.
- 3.2 Students who are enrolled in high school or in another educational institution are assigned a title in the Non-affiliated Student Worker series. The pay rate of non-affiliated student employees should typically align with the suggested wage scale provided in the [Non-Affiliated Workday Job Position Title](#). However, units may request a higher pay rate for a non-affiliated student employee with the approval of the unit head, or designee.
- 3.3 Recommendations for promotion or merit increases must clearly describe meritorious performance of 6 months or longer and must be in the comments section of the Workday Compensation Change business process.

### 4.0 BENEFITS

Student employees are not eligible to participate in retirement programs nor do they qualify for fringe benefits such as sick leave, vacation time, emergency leave, or paid holidays. They may be eligible for group insurance programs after twelve months of service.

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### RELATED STATUTES, POLICIES, OR REQUIREMENTS

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[A&M System Regulation 33.99.08, Student Employment](#)

[A&M System Regulation 33.99.09, Employment of Foreign Nationals](#)

[Texas A&M University Standard Administrative Procedure 33.99.08.M0.03, Work Study Procedures](#)

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### DEFINITIONS

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*Student Worker*—A student employee who is enrolled at Texas A&M University, is working part-time, and is processed under the Student Employee Title Codes. The hiring unit pays 100% of the student's wages plus applicable fringe benefits.

*Work-Study Student*—A student who is enrolled at Texas A&M University and is awarded Federal or Texas College Work-Study funding through Texas A&M Scholarship & Financial Aid. The hiring unit pays a portion of the student salary plus applicable fringe benefits. A student employed as a work-study student will retain the classification as long as work-study funds are being utilized, even if also employed as a student worker. For work-study students, TVMDL will follow the requirements and guidelines contained in Texas A&M University Procedure 33.99.08.M0.03, *Work Study Procedures*.

*Non-Affiliated Student Worker*—A student employee who is enrolled in an institution other than Texas A&M in College Station (e.g., enrolled in high schools, junior colleges, other colleges and universities); is working part-time, either on or off campus; and is processed under the Non-Affiliated Student Employee Title Codes. Non-affiliated student workers are not student employees by definition, but the pay rate will be the same as Texas A&M student employees performing similar duties.

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### CONTACT OFFICE

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Questions regarding this procedure should be referred to AgriLife Human Resources at 979-845-2423 or AgriLife Payroll at 979-845-3636.

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## REVISION HISTORY

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**APPROVED:** \_\_\_\_\_  
**AMY K. SWINFORD**