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PROCEDURE STATEMENT

These procedures are to be followed when hiring student employees (student workers, work study students, and non-affiliated student workers). The provisions of this procedure do not apply to graduate assistants governed by separate rules administered by the Office of Graduate Studies of Texas A&M University (TAMU).

REASON FOR PROCEDURE

As required by The Texas A&M System (A&M System) Regulation 33.99.08, *Student Employment*, this procedure establishes the requirements for student employment by Texas A&M Veterinary Medical Diagnostic Laboratory (TVMDL).

PROCEDURES AND RESPONSIBILITIES

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 need not be enrolled during the summer in order to maintain student employee status—as long as 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 TAMU Student 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 submit to payroll for inclusion in the payroll file.
- 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. Students must complete an online employee orientation (<http://jobsforaggies.tamu.edu/students.aspx>).
- 2.2 The hiring unit shall onboard the new employee.
- 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 Student Financial Aid or the employing unit may initiate the request that the source be moved from work study to non–work study.

3.0 WAGE RATES

- 3.1 All student workers will be paid in accordance with the [Student Employee Wage Rate Table](#). 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 wage rate tables. The student's academic classification has no bearing on the title code or rate of pay.
- 3.2 Recommendations for promotion or merit increase must clearly describe meritorious performance of 6-months or longer, and documented justification must be provided.
- 3.3 Student employees are not eligible to participate in retirement programs nor are they eligible for fringe benefits such as sick leave, vacation time, or paid holidays. They may be eligible for group insurance programs after twelve months of service.

RELATED STATUTES, POLICIES, OR REQUIREMENTS

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

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

[TAMU Procedure 33.99.08.M1.02, Work Study Procedures](#)

DEFINITIONS

Student Worker—A student who is enrolled at TAMU, 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 TAMU, and is awarded Federal or Texas College Work-Study funding through the Department of Student Financial Aid. The hiring unit pays a portion of the student salary plus applicable fringe benefits. A student employed as a Work-Study Student is classified as such 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 TAMU Procedure 33.99.08.M1.02, *Work Study Procedures*.

Non-Affiliated Student Worker—A student who is enrolled at an institution other than TAMU in College Station (e.g. enrolled in high schools, junior colleges, other colleges and universities), is working part-time, and is processed under the Non-Affiliated Student Employee Title Codes. Non-affiliated student workers are not student employees by current definition, and thus have separate title codes and wage rates as listed in the AgriLife Student Employee Wage Rate Table.

CONTACT OFFICE

Questions regarding student employment should be directed to AgriLife Human Resources at 979-845-2423, or AgriLife Payroll at 979-845-3636.

REVISION HISTORY

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