



April 30, 2020

TO: Texas A&M AgriLife On Campus HR Contacts

SUBJECT: Hiring Freeze Update for Graduate Assistant to Student Assistant

An exception to the requirement to request approval has been made for Student Assistant positions paid on appropriated funds in the following scenario:

- Graduate Assistant who transfers to a Student Assistant position in the same department for the summer months and then returns to that Graduate Assistant position in the fall.

Please add the following comment when submitting:

“Student Worker additional job is for Graduate Assistant during summer months ONLY”.

The process for requesting approval is posted along with the hiring freeze guidelines at: <https://agriflifeas.tamu.edu/documents/hiring-freeze-guidelines-2020.pdf/>

For questions, please contact: your HR Generalist