

Policies of the University of North Texas	Chapter 5.
05.025 Employment of Students for Hourly Positions	Human Resources

Policy Statement. The University of North Texas (UNT) Career Center shall administer an Hourly Student Employee program that provides eligible students the opportunity to earn money to help pay education expenses and that complies with federal and state laws, as well as applicable UNT policies.

Application of Policy. All University.

Definitions.

1. **Activities.** “Activities” means all functions, events, and programs on UNT campus premises.
2. **College Work-Study.** "College Work-Study" means an hourly position funded in whole or in part by federal or state funds awarded to a student based on financial need and requires the student to be enrolled at UNT during the time of employment.
3. **Hiring Manager.** “Hiring Manager” means a UNT administrator who supervises one or more Hourly Student Employees.
4. **Hourly Student Employee.** "Hourly Student Employee" means a UNT student employed in a temporary position and paid on an hourly basis. Hourly Student Employees include College Work-Study and Undergraduate/Graduate Research Assistants. An Hourly Student Employee may not be a current staff or faculty member of UNT.
5. **Security-sensitive position.** “Security Sensitive Position” means any position in which the employee handles currency, has access to a computer terminal, has access to a master key, or works in an area of the institution which has been designated as a security-sensitive area. All areas of the institution open to students of any age are considered security-sensitive areas for purposes of this policy.
6. **Undergraduate/Graduate Research Assistants.** “Undergraduate/Graduate Research Assistants” means students who are employed on an hourly basis performing research activities related to their field of academic study, generally under the direction of a principal investigator, faculty, or staff member.

Procedures and Responsibilities.

- I. **Terms of Employment.**
 - A. **At-Will Employment.** At-Will employment applies to Hourly Student Employees; it is an employment relationship of indefinite duration that may be terminated by

either party, at any time, without cause or for any reason except one that is unlawful.

B. Rate of Pay.

1. Hourly Student Employees must be paid at least minimum wage, but may receive a higher wage depending on qualifications.
2. Hiring Managers must attach a justification in the form of a comment, email, or letter to applicant's electronic Personnel Action Request (ePAR) for pay over \$15.00 per hour for College Work Study and for pay over \$20.00 per hour for all other hourly positions.

C. Hour and Scheduling Limitations.

1. An Hourly Student Employee may not work more than a total of twenty-five (25) hours per week, regardless of the number of positions held on campus at one time.
2. Between long semesters (Fall/Spring), an Hourly Student Employees may not work more than a total of forty (40) hours per week.
3. Hiring managers must ensure Hourly Student Employees do not exceed the hour limitations established in the terms of this policy.
4. Hiring Managers must not schedule or allow students to work during scheduled class times.

D. Exceptions to Hourly Limitations.

1. International students are subject to the terms and conditions of their visa/work authorization status and may not work more than a total of twenty (20) hours per week except as authorized by UNT Policy 05.010.
2. College Work-Study students may not work more than twenty (20) hours per week.
3. Hourly Graduate Research Assistants may not work more than nineteen (19) hours per week.
4. An Hourly Student Employee (excluding College Work-Study, Hourly International, and Hourly Graduate Research Assistant employees) may work more than 25 hours, but not more than 40 hours per week when necessary to safely staff student-related Activities, and the duration of the Activity is 24 or more consecutive hours. Hiring Managers must submit the exception request form to the Vice President responsible for the Activity during the open period of June 1st - July 31st each year. The Vice President will send any signed approval forms to the department and Career Center. Upon approval, the exception will be effective for the next fiscal year.

E. Benefits.

1. Hourly Student Employees are not eligible for University benefits.

2. Hourly Student Employees are covered under the University's workers' compensation, automobile, and employee practices liability insurance programs.

Responsible Party: Career Center, Hiring Managers, Risk Management Services

II. Eligibility Requirements.

- A. Enrollment Requirements. Students must meet the following minimum requirements to be eligible for hourly student employment, except as otherwise set in out in section B below:

1. be enrolled in three (3) or more semester credit hours in the current or preceding long semester; and
2. maintain enrollment requirements throughout the student's employment.

- B. Exceptions to Enrollment Requirements.

1. An Hourly Student Employee enrolled in a spring semester may continue employment through the summer sessions without being enrolled in a summer term, unless specifically required to be enrolled as a condition of a grant-funded position.
2. A student who works in a semester in which the student is not enrolled must resume enrollment in the subsequent long semester to maintain eligibility for hourly student employment.

- C. Verification of Enrollment.

1. Students must provide the Hiring Manager a copy of their current class schedule each semester they are enrolled before their first workday of the semester.
2. Students may not voluntarily agree to work more hours than allowed under this policy or to work during the hours they are scheduled for a class.
3. The Hiring Manager must verify the student's class schedule each long semester before allowing the student to work, unless the student is eligible to work without being enrolled as set out in section B above.

Responsible Party: Career Center, Hiring Managers, Students

III. Hiring Process.

- A. Job Postings and Selection. The Hiring Manager will post hourly student employment positions in the electronic recruitment system, screen and select qualified applicants, and notify the selected applicants of an employment offer via email.

- B. Criminal History Checks.

1. Criminal history background checks must be performed on all Hourly Student Employees in security-sensitive positions.
2. The Career Center will consider the following factors when reviewing adverse reports from the criminal history background checks:
 - i. accuracy of the information provided in the individual's employment application;
 - ii. specific duties of the position;
 - iii. number of offenses committed by the individual;
 - iv. nature and seriousness of each offense;
 - v. length of time between the offense and the employment decision; and
 - vi. efforts by the individual at rehabilitation.

The Career Center may deny employment to a student applicant whose criminal history check returns an adverse report reflecting a criminal disposition.

3. The Career Center will notify the Hiring Manager of the results of the criminal history background check.
4. The Hiring Manager may only notify students of an employment offer after receiving notification from the Career Center of results of the criminal history background checks.

C. Form I-9 Verification and ePARs.

1. The Hiring Manager will confirm each student's eligibility to work as required by section II in this policy and complete Form I-9 verification within the first three (3) days of employment.
2. The Hiring Manager will initiate an ePAR following receipt of the results of the criminal background check, verification of the Form I-9, and completion of E-Verify.
3. The Career Center will review and approve all ePARs for Hourly Student Employees.

Responsible Party: Career Center, Hiring Manager, Applicant/Student

IV. Equal Opportunity.

- A. Student applicants will be considered for hourly student employment positions in accordance with their individual job-related qualifications, without regard to race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, family status, genetic information, citizenship or veteran status.

- B. Hiring Managers must notify the campus Human Resources Department when an Hourly Student Employee or job applicant requests an accommodation for a disability.
- C. Campus Human Resources will coordinate and evaluate disability accommodation requests for Hourly Student Employees.

Responsible Party: Hiring Managers, Human Resources

V. Grievances.

- A. Hourly Student Employees may file grievances with Human Resources in accordance with UNT policy 05.042.
- B. Hourly Student Employees who believe they have been discriminated against may file a complaint with the UNT Office of Equal Opportunity in accordance with UNT policy 16.004.

Responsible Party: Human Resources, Office of Equal Opportunity

VI. Training.

- A. Hiring Managers must attend mandatory training at least once every two (2) years. The Career Center will facilitate these training sessions every semester. Training will include, but is not limited to, UNT policies on ethics, FERPA, nondiscrimination and sexual harassment, sexual assault, applicable employee-related insurance programs, and all other policies referenced in this policy. Training also will cover the hiring, training, and discipline of Hourly Student Employees.
- B. Hourly Student Employees must attend Hourly Student Employment Orientation within the first 30 days of employment. The Career Center will facilitate orientation sessions every month. Training will include, but is not limited to, UNT policies on ethics, FERPA, nondiscrimination and sexual harassment, sexual assault, applicable employee-related insurance programs, and all other policies referenced in this policy.
- C. Hiring Managers and Hourly Student employees are encouraged to participate in developmental trainings programs offered by the Career Center for Hourly Student Employees: “Creating a Customer Service Attitude (CASA)” and “Eagle Edge.”
 - 1. CASA is a one-time customer service course focused on teaching Hourly Student Employees important skills, including communication skills and direction on how to handle common customer service situations. The Career Center offers CASA at least three times per semester.
 - 2. Eagle Edge is a six-week course offered once per semester focused on job search development. Students can sign up at the beginning of each semester by contacting the Career Center.

Responsible Party: Career Center, Hiring Managers, Students

- VII. Records Retention. The Hiring Managers will retain all employment documents related to Hourly Student Employees as prescribed under UNT Policy 04.008, Records Management and Retention.
- VIII. Compliance.
- A. The Career Center is authorized to audit Hourly Student Employee records to ensure compliance with this policy and applicable federal and state laws.
 - B. Hiring Managers are required to retain Hourly Student Employees' class schedules and notification of employment offers, and to provide these records to the Career Center upon request.
 - C. Any Hiring Manager who fails to comply with any provision of this policy is subject to disciplinary action, up to and including termination as outlined in UNT policies 05.033 and 06.025.

Responsible Party: Career Center, Hiring Managers

References and Cross-references.

UNT Policy 04.008, Records Management and Retention

UNT Policy 05.001, Student Employment College Work-Study

UNT policy 05.007, Criminal History Background Checks for Applicants for General Student Employment

UNT Policy 05.011, Employment of Individuals with Disabilities/Workplace Accommodations

UNT Policy 05.015, Ethics

UNT Policy 05.033, Staff Employee Discipline and Involuntary Termination

UNT Policy 05.042, Grievance

UNT Policy 16.004, Nondiscrimination/Equal Opportunity, Affirmative Action and Non-Retaliation

<http://studentaffairs.unt.edu/student-employment-trainings>

Forms and Tools. None

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*Format Only