

<b>The University of North Texas at Dallas Policy Manual</b>	Chapter 5.000
<b>5.015 Employment of Students</b>	<b>Human Resources</b>

**Policy Statement.** The University of North Texas at Dallas employees students in order to assist in meeting the needs of the University, provide University students with financial support in pursuit of their academic goals, and provide opportunities for academic or administrative job experience. The job duties and responsibilities of student employees vary greatly, and may or may not be related to their field of study.

**Application of Policy.** This policy applies to all students.

**Definitions.**

1. **General Student Employee.** “General Student Employee” means positions that are:
  - a) filled by students enrolled on a continuing basis, or who are between regular terms of enrollment at the University;
  - b) temporary and less than 20 hours per week employment; and
  - c) paid on an hourly basis from funds other than instructional funds.
  
2. **College Work Study Student.** “College Work Study Student” means a student awarded federal or Texas College Work Study funding through the Financial Aid Office. The hiring department pays a portion of the student salary plus applicable employment costs. A student employed in a work study position is classified as such as long as the work study funds are being utilized.
  
3. **Student Academic Assistant.** “Student Academic Assistant” means a student employed on a temporary basis whose work is part of or is closely related to his or her course of study and are appointed to part-time hourly positions. Such positions include tutors, proctors, graders, and academic assistants.
  
4. **Student Research Assistant.** “Student Research Assistant” means an undergraduate or graduate student in the course of his or her academic training employed in research positions for a short duration. The student’s academic training is either based on the research performed or enhanced since the research duties performed will assist the student in fulfilling his or her degree requirements.

**Procedures and Responsibilities.**

1. **General Provisions.**

- 1.01. International student employees are subject to the terms and conditions of their visa status.

- 1.02. Between periods of regular enrollment, (semester breaks or summer months) a general student employee may work in excess of 20 hours per week for short periods. A student may not hold more than one general student employment position unless the combined hours worked per week are less than 20 hours. Any exceptions must be approved in advance by the Human Resources Department.
- 1.03. Student employees must be either full-time students at the University or show evidence they are in good standing and making satisfactory progress toward their degree or certification as defined in the undergraduate or graduate catalog. Unless specifically required to be enrolled as a condition of a grant, students enrolled and employed in a spring semester may continue employment through the summer session whether or not they are enrolled.
- 1.04. Students approved for College Work Study positions may not work more hours per week than allowed under the limits of their award.
- 1.05. Student employment is at-will, meaning it is an employment relationship of indefinite duration that may be terminated by the University or by the student at any time for no cause.

Responsible Party: Employing Department and Human Resources

2. **Reappointment.** Departments shall consider reappointment of student workers in accordance with the needs of the department and availability of financial support. Students may be considered for reappointment if they have provided satisfactory prior service, are in good academic standing, and are making satisfactory progress toward a degree as defined in the undergraduate or graduate catalog.
3. **Human Resources Department.** The Human Resources Department shall be responsible for:
  - i. establishing and reviewing general student employment and work study student procedures; and
  - ii. monitoring recruitment and selection practices for general student employment and work study student employment to ensure compliance with federal and state laws.

Responsible Party: Human Resources Director

4. **Financial Aid**. The Financial Aid Office is responsible for supervising of all aspects of student employment involving recipients of financial aid, including the following:
- i. certification of eligibility of financial aid recipients for work study employment;
  - ii. establishing wage earnings limits for student employees receiving College Work Study or other financial aid funds;
  - iii. certifying eligibility of departments to employ College Work Study recipients; and
  - iv. developing policies for and ensuring compliance with federal and state laws regarding administration of the College Work Study program.

**References and Cross-references.** None

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Revised: