

## *Texas A&M University-San Antonio*

### **33.99.08.01 Student Employment**

Approved: August 23, 2010

Revised: September, 2013

Revised: September, 2015

Next Scheduled Review: September, 2020

---

### **Rule Statement**

---

This Rule should be read in conjunction with Texas A&M University-San Antonio (A&M San Antonio) Procedure 33.99.08.01.01 *Student Employment*. Students enrolled in A&M-San Antonio may obtain employment as a student assistant, student lab technician, tutor, Work-Study employee, or graduate assistant.

---

### **Official Rule**

---

#### 1. Employment Provisions

- 1.1 A&M-San Antonio is an equal opportunity/affirmative action employer committed to providing equal employment opportunity to all persons regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity.
- 1.2 Student employees may not work hours during which their scheduled classes are being conducted.
- 1.3 Student employees need not be enrolled during the summer to maintain student employee status as long as they intend to enroll in the following fall term and enrolled in the previous spring term.
- 1.4 Student employees normally work no more than 19 hours per week. Hours worked in excess of 19 hours per week must have prior approval from the appropriate division head for a maximum of four months after his/her consultation with the Offices of Payroll Service and Human Resources to ensure they are not put into a benefits eligible status due to their additional work hours.
- 1.5 Graduate assistants are required to work 20 hours per week.
- 1.6 International students will be offered employment in accordance with Texas A&M University System (System) Regulation [33.99.09 \*Employment of Foreign Nationals\*](#).
- 1.7 Student employment is contingent upon a satisfactory criminal background investigation conducted according to University rules and procedures.

1.8 A student worker who graduates or completes his/her course of study mid-month may continue to work as a student Work-Study until the end of that month.

## 2. Work-Study Student

2.1 Work-Study programs (federal and state) require applicants to meet certain financial need criteria and limit the number of hours a Work-Study student may work. Work-Study students may not work more than 19 hours per week

2.2 Participation in the federal and state Work-Study programs requires that the applicant meet satisfactory academic progress criteria imposed on all financial aid recipients. Students who are interested in federal or state Work-Study programs should contact the Office of Financial Aid.

2.3 Students who have met satisfactory academic progress requirements and are enrolled at least half-time at A&M-San Antonio may be awarded federal or Texas College Work-Study funding as a part of a financial aid package by the Office of Financial Aid. Under this program, 75% of the student's gross earnings are paid from the federal or Texas College Work-Study funds. Hiring departments are responsible for paying the remaining 25% of the gross earnings plus required payroll taxes (FICA, Workers' Compensation, Unemployment Insurance, etc.).

2.4 Work-Study students may not exceed the Work-Study allocation awarded as part of the financial aid package. Hiring departments should ensure that the student's work time and allocation are prorated so the student may continue to be employed during the entire period.

2.5 Students may not be paid under the Work-Study program without approval from the Office of Financial Aid. If the employing department erroneously employs a student under the Work-Study object and title codes, that department shall assume full fiscal responsibility. Federal or Texas College Work-Study funds may not be used to pay a student during any time that student is not considered fully eligible to use Work-Study funds.

## 3. Graduate Assistant, Teaching and Graduate Assistant, Non-Teaching

3.1 Participation in the Graduate Assistantship Program requires that the applicant meet satisfactory academic progress criteria. Graduate students who are interested in the Graduate Assistantship Program should contact the Office of Graduate Studies.

3.2 Graduate students must be enrolled for a minimum of six semester hours in a course of study leading to a recognized educational objective. Graduate assistants must meet the general requirements for employment at A&M-San Antonio applicable to all employees. Departments seeking to hire a graduate assistant must obtain approval from the Office of Graduate Studies and the Office of the Provost.

3.3 Graduate students may not be paid under the Graduate Assistantship Program without prior approval from the Office of Graduate Studies and the Office of the Provost. If the employing department employs a graduate student under the graduate assistantship

program object and title codes without obtaining prior approval, the department shall assume responsibility for the payment of all applicable wages, benefits and taxes.

3.4 Graduate assistants are eligible to participate in group insurance programs, but are ineligible for retirement or other benefits stated in System Regulation [33.99.08 Student Employment](#).

---

## **Related Statutes, Policies, or Requirements**

---

System Regulation [33.99.08 Student Employment](#)

A&M-San Antonio Procedure 33.99.08.O1.01 *Student Employment*

System Regulation [33.99.09 Employment of Foreign Nationals](#)

---

## **Definitions**

---

**Student Employee** – A student, who is enrolled at A&M-San Antonio, is working part-time, on or off campus. Student employees may be titled student assistants, student lab technicians, or tutors. The hiring department pays 100% of the student’s wages.

**Work-Study Student** – The student is awarded Federal or Texas College Work-Study funding through the Office of Financial Aid. The hiring department pays a portion of the student salary. A student employed as a Work-Study student is classified as such as long as Work-Study funds are being utilized, even if he/she is also employed by another department.

**Graduate Assistants** – A graduate student who is enrolled at A&M-San Antonio and is processed through The Texas A&M University System payroll workstations under the graduate assistantship title codes established by Human Resources. The primary duties may include teaching related, clerical, or research related. The Office of the Provost pays 100% of the graduate assistant’s wages plus applicable fringe benefits (FICA, Workers’ Compensation, Unemployment Insurance, etc.).

---

## **Contact Office**

---

Student Affairs, Office of Career Services (210) 784-1342

---