



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 70.27, **Appointment of Student Employees**

PURPOSE: The purpose of this Health Sciences Center El Paso Operating Policy and Procedure (HSCEP OP) is to establish policy and procedures for the employment of student employees of Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso).

REVIEW: This HSCEP OP will be reviewed on March 1 of each odd-numbered year by the Assistant Vice President for Human Resources, with recommendations for revisions submitted to the Chief Financial Officer by March 15.

POLICY/PROCEDURE:

1. Definition of Terms.

Graduate Assistant (Position Class Code U3907): A graduate student employed to perform work which utilizes knowledge beyond undergraduate academic studies. The position of Graduate Assistant is intended for graduate students employed in capacities other than teaching or research.

Research Assistant-Grad Student (Position Class Code U0627): A graduate student employed in support of the research mission of the department to perform laboratory, library, field, computer, or other such activities as may assist the department's research effort. The position of Research Assistant is intended for graduate students employed to perform research activities.

Teaching Assistant (Position Class Code U0325): A graduate student employed in support of the teaching mission who is responsible for, or in charge of, a class or class section, or a quiz, drill, or laboratory section. The position of Teaching Assistant is intended for graduate students employed in teaching activities. The source of funds is ordinarily an academic account.

Student Assistant (Position Class Code U3912): An undergraduate or graduate student employed by any university within the Texas Tech University System (TTU System) to perform work which does not require academic training at the graduate level.

Student Assistant - External (Position Class Code U3914): A student in an institution of higher education other than Texas Tech employed to perform work as assigned by a supervisor.

High School Student Worker (Position Class Code U3915): A high school student employed to perform work which does not require academic training at the college level.

Applicant/Employee With a Disability: Any applicant or employee who has a physical or mental impairment that substantially limits one or more major life activities, such as walking, talking, caring for oneself, doing manual tasks, seeing, hearing, or learning. Also includes having a record of any impairment, being regarded as having any impairment, or being associated with a person with a disability.

2. General Policies.

a. Student Employment.

1. An individual who is enrolled as a student may be employed to perform part-time work incidental to his academic training in occupational categories that require student status as reported to the Coordinating Board as a condition of employment. These occupational categories are:
2. Graduate Assistant - (U3907)
3. Research Assistant-Grad Student - (U0627)
4. Teaching Assistant - (U0325)
5. Student Assistant - (U3912)
6. Student Assistant - External - (U3914)
7. High School Student Worker - (U3915)

b. Conditions of Employment.

1. A student employee (with the exception of a High School Student Worker and Student Assistant - External) must be currently enrolled as a student at TTUHSC El Paso as a condition of employment and is expected to be in good academic standing and making satisfactory progress toward a degree.
2. An individual previously enrolled as a student in the spring term, or who is expected to enroll in the fall term, may be employed as a student employee between the spring and fall terms.
3. The employing department has the authority and responsibility to determine initial and ongoing eligibility for student employment. Failure to meet the enrollment requirements will be grounds for the department to withdraw the student's appointment and termination of employment status.
4. Employment as a Student Assistant, Student Assistant – External or High School Student Worker must be on an hourly basis and only for 19 hours per week.
5. Employment as a Teaching Assistant or Research Assistant-Grad Student is as an exempt monthly paid employee. If FTE is at .5 or more, the position is insurance-eligible with benefit category GS.

c. Graduate Student Status.

Graduate students employed as Teaching Assistants, Research Assistants, or Graduate Assistants are expected to be enrolled in Graduate School full time (see HSCEP OPs 64.02 and 64.03). Graduate students in the TTU System or school must receive approval from the TTU System Graduate Dean by completing the Certification of Non-HSC Student or Medical Student (Attachment A) and present it to the employing department. An ePAF employing a TTUHSC El Paso graduate student must be initiated by or routed through the TTUHSC El Paso Graduate School Dean's office for approval after all pre-employment processes have been completed.

d. Verification of Student Status.

Upon the initial hiring of an individual into a position requiring student status, the department must obtain evidence that the individual is enrolled in TTUHSC El Paso, TTU System, or another institution of higher education. The department will forward the school

schedule to Human Resources El Paso Records (elphrrecords@ttuhsc.edu). These files will be subject to audit. Students must be instructed to inform the corresponding department if they withdraw from school during the semester or will not be re-enrolling for the following semester. At the beginning of each semester, the department is to obtain evidence that the student is continuing enrollment and forward the evidence to Human Resources. At any time the individual ceases to be a student, the department is to initiate an ePAF to terminate the appointment.

e. **College Work Study.**

The TTUHSC El Paso Financial Aid Office will be responsible for supervision of all aspects of student employment involving recipients of College Work Study through Financial Aid programs. The Financial Aid Office will be responsible for:

1. Certifying eligibility of College Work Study recipients for on-campus employment;
2. Establishing the earnings limit for student employees who are receiving College Work Study or any other Financial Aid funds;
3. Developing policies for the College Work Study Program;
4. Ensuring compliance with federal and state laws for the College Work Study Program; and
5. Supervising solicitation of College Work Study positions, both on campus and off campus.

f. **Student Relationships which are not Employment.**

A student is not considered an employee when the activities of the student meet all the criteria listed below. If any one of these criteria is **not** met, the student is considered an employee:

1. The activities are a part of the curriculum.
2. The activities are for the benefit of the student.
3. The student does not displace other employees, but works under their close supervision.
4. The department providing the training derives no immediate advantage because of the activities of the student, and on occasion, the operations may actually be impeded.
5. The student is not entitled to a job at the conclusion of the training.
6. Both parties understand that the student is not entitled to wages for the time spent in training.

g. **Equal Employment Opportunity/Affirmative Action.**

As an EEO/AA employer, the TTU System and its components will not discriminate in our employment practices based on an applicant's race, ethnicity, color, religion, sex, national origin, age, disability, genetic information or status as a protected veteran.

h. **Salary Range.**

Normally, a student is appointed to a position at a salary rate between the minimum and maximum of the salary range for the appropriate category as identified in the current Personnel Pay Plan. (See HSCEP OP 70.37, Salary Administration Policy)

i. **Benefits.**

All student employee appointments are considered to be temporary appointments and are **not** eligible for participation in the regular employee group insurance programs, leave accrual programs, retirement programs, holidays, or other benefits made available to regular employees.

The only exceptions are Teaching Assistants, Research Assistants, and Graduate Assistants who are employed to work at least 20 hours per week for a period of at least four and one-half months per year and are eligible to participate in the Uniform Group Insurance Program. (See HSCEP OP 70.26, Insurance Coverage of Graduate Student Employees)

The premium sharing for employee's group insurance is charged proportionately based upon the funding for the salary payments made during each month. This is a direct charge to any local accounts. Premium sharing is **not** charged to any state departmental operating account.

j. **Payroll Sign up.**

Each newly appointed student employee shall be required to complete all pre-employment paperwork prior to being placed on the payroll. As soon as a decision is made to appoint a student employee, the administrator should send the student to the Human Resources Department for completion of the prescribed forms. **A delay in completing the necessary forms will delay the student's first salary payment.**

k. **Mandatory Training.**

All newly appointed Student Employees-External are required to attend New Employee Orientation (NEO). In addition, all newly appointed student employees are required to attend mandatory training, including, but not limited to Title IX/Sexual Harassment training, Institutional Compliance Training and safety training.

3. **Assignment of Home Departments.**

Student employees are assigned to a home department. The home department is the department first submitting an ePAF appointing the individual. The home department is responsible for the coordination of that student's employment.

4. **Student Appointments.**

Research Assistants and Teaching Assistants are employed on a monthly basis, are paid for the accomplishment of assigned tasks, and are considered to be exempt from accounting for hours worked. **An individual should not be appointed concurrently to a position not requiring student status and to a position requiring student status as a condition of employment.**

All hourly appointments are nonexempt and accurate records of hours worked must be maintained. **An employee should not be employed in both an exempt and nonexempt (time sheets required) capacity during the same workweek.** However, if approved as an exception, an employee employed in any capacity which would normally be partially exempt and partially nonexempt loses the exemption during any workweek so employed and all hours worked in all

capacities must be recorded and combined to determine overtime entitlements.

See HSCEP OP 70.37, Salary Administration Policy, and HSCEP OP 70.26, Insurance Coverage of Graduate Student Employees, for other information on appointing students.

5. **Student Employment FICA Exemption.**

Effective with work performed after June 30, 2000, eligible TTUHSC El Paso student employees will be exempt from paying FICA taxes.

a. **Eligibility Criteria.**

1. Employed within the TTU System, TTUHSC, or TTUHSC El Paso in job categories requiring student status as a condition of employment. Concurrent appointment in job categories requiring student status and job categories not requiring student status will cause the individual to lose the exemption from FICA taxes.

(a) Exclusions from Eligibility for Exemption

- Faculty
- Staff
- Postdoctoral students
- Postdoctoral fellows
- Medical residents
- Medical interns

2. Must be enrolled one-half time within the TTU System, TTUHSC, or TTUHSC El Paso. Enrollment within the TTU System, TTUHSC, or TTUHSC El Paso will be combined to determine enrollment level. Students must be enrolled under their Texas Tech identification number (R#) in order for the payroll system to determine enrollment levels and eligibility.

(a) Enrollment Requirements

Eligibility for the FICA exemption is determined based upon the enrollment requirements for the appropriate semester(s) corresponding to the pay period of the payroll being processed and the enrollment of the student in the appropriate semester(s) at the point in time the payroll is processed. Changes in enrollment during the semester will affect eligibility for payroll processed after the enrollment change and will not retroactively affect eligibility.

Eligibility for pay periods totally between terms of less than five weeks will be determined based upon enrollment during the preceding term. Eligibility for pay periods encompassing time in a preceding term and a between term period will be determined based upon the enrollment during the preceding term. Eligibility for pay periods encompassing time between terms of less than five weeks and the new semester will be determined based upon enrollment in either the preceding or the new semester. Eligibility for pay periods encompassing time in two semesters will be based upon meeting the enrollment criteria in either semester. Eligibility for pay periods totally within a semester will be determined based upon the enrollment level for that semester.

Enrollment Levels to Meet One-Half Time Criteria

| COURSE ENROLLMENT | FALL | SPRING | SSI | SSII |
|---------------------------------------------------|-------------|---------------|------------|-------------|
| TTU Undergraduate | 6 | 6 | 3 | 3 |
| TTU Graduate | 5 | 5 | 2 | 2 |
| TTU Graduate (99 Hour Exception) | 1 | 1 | 1 | 1 |
| TTU School of Law | 6 | 6 | 1 | 1 |
| TTU Joint Law and Graduate | 5 | 5 | 1 | 1 |
| HSC School of Allied Health Sciences – Undergrad. | 6 | 6 | 6 | N/A |
| HSC School of Allied Health Sciences – Graduate | 5 | 5 | 5 | N/A |
| HSC School of Nursing – Undergraduate | 6 | 6 | 3 | 3 |
| HSC School of Nursing – Graduate | 5 | 5 | 2 | 2 |
| HSC School of Pharmacy | 6 | 6 | 6 | N/A |
| HSC Graduate School of Biomedical Sciences | 5 | 5 | 2 | 2 |
| HSC School of Medicine | Always | Full | Time | |

Note: The semester begin date is the last day to enroll without penalty.

6. Right to Change Policy.

TTUHSC El Paso reserves the right to interpret, change, modify, amend, or rescind this policy in whole or in part at any time without the consent of employees.