

Student Employment Policy

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I. Title

Student Employment Policy

II. Policy

The University of Texas at Arlington (UTA or University) aims to provide enrolled students with opportunities to engage in meaningful learning employment positions. The University encourages departments to provide eligible students an opportunity to work and gain meaningful job experience. It is the responsibility of the hiring supervisor to understand and be aware of the policy and procedures regarding student employment hiring. As such, this policy addresses student job codes falling under the Employee Class of Students (ECSTU) or Work Study (WS) for all job titles listed below.

A. Eligibility

- 1. **Work-Study Positions (10062 / 10074 / 10075 / 10119 / 10135 / 10136)**
 - a. Student eligibility for participation in the Work-Study Program is determined by financial need, satisfactory academic progress, and enrollment during the semester in which the student is employed. Students appointed to work-study positions must be enrolled with UTA during the fall and spring semester.
 - b. Students with work-study positions must be enrolled at least half-time while employed.

- c. Work-study eligibility periods during the fall, spring, and summer semesters are as follows:
 - i. **Fall:** August 16 to December 31
 - ii. **Spring:** January 1 to May 31
 - iii. **Summer:** June 1 to August 15

2. Non-Work-Study Student Positions (10060 / 10061 / 10064 / 10072 / 10076 / 10077 / 10117 / 10118)

- a. Eligibility periods during the fall, spring, and summer semesters will be dictated by the Academic Calendar.
- b. An incoming non-work-study student who is enrolled in classes may not work under one of these job codes for more than thirty days before the first day of classes, as defined by the academic calendar.

3. Non-Affiliated Student Assistant Positions (10079)

Students appointed to non-affiliated student assistant positions must be enrolled in another university-level institution or be a high school graduate who has already been admitted to UTA for the following long semester.

4. High School Student Positions (10078)

- a. Students appointed to high school student positions must be enrolled as a high school student. Enrollment requirements are waived during the winter and summer sessions. However, the student must be registered as a high school student for the following fall or spring semester. High school graduates may not be hired using the high school student job code. It is the responsibility of the hiring department to verify the student's enrollment status.
- b. See UTA Policy [HR-E-PO-12](#) *Minimum Age Requirement (for Employment)* for additional requirements regarding the hiring of high school students.
- c. See UTA Policy [CO-LS-PO-01](#) *Minors in Laboratories or Similar Facilities Policy* for additional requirements for students working in labs.

5. Intern (Student Hourly) (10988)

UTA student internships are not approved and/or supervised by the Office of Talent, Culture, and Engagement (TCE) or The Career Development Center. The department and the UTA college or school must develop written expectations and responsibilities to provide to the student intern, and the department should manage the intern's workload in accordance with all applicable federal and state laws.

B. Conditions of Employment

1. All positions are “at-will” and may be terminated at any time for any lawful reason, including but not limited to, misconduct, non-performance of job duties, inability to perform job duties, ineligibility, lack of funds, or the elimination of the position.
2. Student Employees must clock in and out for work shifts. (See UTA Procedure [HR-E-PR-36](#) *Timeclock Procedure*).

C. Pay and Benefits

1. UTA will pay student employees at least federal minimum wage based on the salary range, duties, level of responsibility, and experience required for the position. Current pay ranges for each job code can be found on the TCE Student Employment Webpage.
2. Students will accrue state service while employed at UTA.
3. Students are eligible for workers’ compensation benefits if injured while performing duties within the course and scope of employment. See UTA Procedure [CO-CS-PR-12](#) Workers’ Compensation Insurance (WCI) for further details.
4. Student Employees are not eligible for leave without pay.
5. Student Employees are not eligible for in-state resident tuition based on their status as a student employee.
6. Students are not eligible for employee benefits (e.g. sick leave, unemployment compensation, vacation leave, holiday pay, longevity pay, miscellaneous leaves, group insurance, retirement benefits). See Tex. Gov. Code §§ 659.042(6), 661.152(a), 661.201(b), 661.901(c), 662.011(c), 822.002(b) and Tex. Ins. Code § 1601.101.

D. Hour and Scheduling Limitations

1. An hourly student employee may not work more than a total of nineteen hours per week while their class is in session, regardless of the number of positions held on campus at one time.
2. Between fall and spring semesters (as defined by the UTA Academic Calendar's designation of the last day of final exams as the end of semester) and during spring break, a regular (non-work study) hourly student employee may work up to a total of forty hours per week. A regular (non-work-study) hourly student employee may work up to forty hours during summer semester, when their classes are not in session.
3. Work-study students may not work more than nineteen total hours per week while in a work-study related position regardless of the number of positions held on campus at one time.
4. Hiring managers must not schedule or allow student employees to work during the student employee's scheduled class times.
5. Graduating student employees who are not on an F-1 visa, may not work past the end of the month of graduation, unless they are enrolled at UTA for the following long semester in another degree program. They also may not work as a student employee the summer semester or winter break following graduation. In such cases where this policy contradicts current U.S. visa law, the U.S. visa law will supersede this policy.
6. An international student on an F-1 visa is no longer eligible to work upon completion of their academic degree program, as defined by the "official last day of term" in the academic calendar, unless they are able to provide proof of work authorization.
7. International hourly student employees must follow the requirements of the student visa in order to continue employment with UTA. Contact the Office of International Education to discuss student visa questions.
8. Student employees under the College Work Experience Program (CWEP) may work a maximum of twenty-five total hours per week per the terms of the contract.

E. Records

TCE is responsible for maintaining accurate employment records for Student Employees. Refer to the TCE Student Employment website for specific onboarding forms and documentation.

III. Definitions

Active Enrollment: A student who has been admitted to UTA who is currently enrolled in courses and has not yet graduated. A student remains active during the breaks between semesters and during summers if they have not yet graduated and have enrolled for the following long semester.

College Work Experience Program (CWEP): A specialty program administered through the Career Development Center for students working at off campus locations.

Long Semester: The Spring or Fall semester of an academic year. Summer or other condensed semesters are not considered long semesters.

Student Employee: An active UTA (or other university) student working on campus. Employment status is considered temporary and non-benefits eligible.

Work Study Program: A U.S. government program which provides partial funding to a hiring manager's budget for a UTA student employee's salary.

IV. Relevant Federal and State Statutes

[34 C.F.R. § 675.1](#) *Purpose and Identification of Common Provisions*, et. seq.

Tex. Admin. Code, Title 19 Education, Part 1 Texas Higher Education Coordinating Board, Chapter 22 Student Financial Aid Programs, Subchapter G Texas College Work-Study Program, [§ 22.127](#) *Authority and Purpose*

Tex. Gov. Code [§ 659.042\(6\)](#) *Exclusions*

Tex. Gov. Code [§ 661.152\(a\)](#) *Entitlement to Annual Vacation Leave*

Tex. Gov. Code [§ 661.201\(b\)](#) *Applicability*

Tex. Gov. Code [§ 661.901\(c\)](#) *Applicability*

Tex. Gov. Code [§ 662.011\(c\)](#) *Holidays for Institutions of Higher Education*

Tex. Gov. Code [§ 822.002\(b\)](#) *Exceptions to Membership Requirement*

Tex. Ins. Code [§ 1601.101](#) *Participation Eligibility: Employees*

V. Relevant UT System Policies, Procedures and Forms

UTA Procedure [CO-CS-PR-12](#) *Workers' Compensation Insurance (WCI)*

UTA Policy [CO-LS-PO-01](#) *Minors in Laboratories or Similar Facilities Policy*

UTA Policy [HR-E-PO-12](#) *Minimum Age Requirement (for Employment)*

UTA Procedure [HR-E-PR-21](#) *Student Employment Procedure*

UTA Procedure [HR-E-PR-36](#) *Timeclock Procedure*

VI. Who Should Know

UTA students and student supervisors.

VII. UTA Office(s) Responsible for Policy

Responsible Officer: Vice President for Talent, Culture & Engagement

Sponsoring Department: Student Employment

VIII. Dates Approved or Amended

February 21, 2024

October 14, 2024

IX. Contact Information

All questions regarding this policy should be directed to: askhr@uta.edu

Send notifications of errors or changes to: policysite@uta.edu