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Introduction

Welcome to the University of Texas Rio Grande Valley Student Employment program. This program employs over 2,500 students on campus every semester, performing a variety of occupations that significantly contribute to the functioning of UTRGV departments throughout the valley. Student Employment places students on areas, where they can expand, and combine their educational learning with direct hands on skills they will acquire while working at UTRGV.

By working on campus, not only will provide students with extra money to spend; but will give them the opportunity to gain experience for their future career endeavors. Our statistics demonstrate that, by working on campus, students improve their grades, have higher retention rates, and complete a degree in less time.

This Student Employment handbook contains guidelines, rules and regulations, rights and responsibilities that a student acquires when employed at UTRGV. Read this handbook carefully to familiarize with all policies and procedures on campus to maximize the benefits and experiences of student employment.

All students who accept a student employment at The University of Texas Rio Grande Valley, are bound to the university policies and procedures, and are accountable for their actions and behaviors as articulated in the University of Texas Rio Grande Valley student conduct code.

Student employees are at-will employees who may be terminated with or without cause and with or without notice at any time by the University of Texas Rio Grande Valley. This handbook does not alter the at-will nature of any student employee’s position at this university.

The University of Texas Rio Grande Valley is an Equal Opportunity/Affirmative Action employer, committed to excellence through diversity, and, in this spirit, particularly welcomes applications from women, persons of color, and members of historically underrepresented groups. UTRGV prohibits unlawful discrimination and harassment in employment and educational programs and services on the basis of race, color, religious creed, sex, gender, sexual orientation, religion, marital status, registered domestic partner status, veteran status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, or any other consideration made unlawful by federal, state, or local laws. Additionally, the university's policy states; there shall be no discrimination or retaliation against employees who raise issues of discrimination, or potential discrimination or who participate in the investigation of such issues.

UTRGV will provide reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability under the law.
For additional information, visit Student Accessibility Services webpage.

For questions regarding policies and procedures, contact Human Resources office at hr@utrgv.edu

Sincerely,
Student Employment


Student Employment Programs and Eligibility

Student Employment programs consist of part-time jobs for students who are currently enrolled at the University of Texas Rio Grande Valley. These jobs include direct wage, work-study, SEI (Student Employment Initiative), as well as Assistantships for Graduate Students.

Student employment opportunities are available in most of UTRGV departments, including recruitment office, university library, housing, enrollment, financial aid, student media, student life, recreation center, and many more. There are student positions arranged by classifications, where students perform a variety of jobs that significantly contribute to the functioning of UTRGV.

Student Employment Classifications consist of:

- Student Assistant
- Student Academic Tutor
- Student Academic Assistant
- Student Project Associate
- Assistantships for Graduate Students

Student employees are paid semi-monthly and may work up to 19 hours per week. Pay rate ranges from $8.00 to $25.00 per hour. Pay rate and/or hours may vary per department, category, and/or experience. Student employees are not eligible for fringe benefits such as a holiday vacation, or sick pay.

Note: International students with F-1 Visa are eligible for on-campus employment only, and need approval from the International Admissions and Students Services.

Eligibility to participate on these programs:

**Direct Wage**

To be eligible for student employment Direct Wage, student must be enrolled throughout Fall and Spring semesters at the University of Texas Rio Grande Valley. To continue working during the summer student must attend (enrolled) both summer sessions.

Direct Wage employment provides the opportunity to work at UTRGV on campus departments, even if the student is not receiving a work-study award. Direct wage student employee is a temporary employee who is hired during the time the student is enrolled at UTRGV through an electronic personnel action form (ePAF).

NOTE: Internationals students may be hired as Direct Wage, as long as they meet the criteria.

**Work-Study**

UTRGV offers federal and state subsidized Work-study programs, both designed to assist students in financing their post-secondary education. It allows students to work on-campus departments or off-campus with a pre-approved community service agency.

To get a work-study job, you must complete your FAFSA. [FAFSA Q & A](#)
The Federal Work-Study Program allows you to work on campus with a specific department or off campus with a community service partner. You must:

- Submit the FAFSA and have financial need
- Be a U.S. citizen or permanent resident
- Be enrolled for at least half time.
- Meet UTRGV’s Satisfactory Academic Policy Requirements

If you live in Texas, the Texas College Work-Study Program allows you to work on campus with a specific department. You must:

- Submit the FAFSA/TASFA and have financial need
- Be a Texas resident
- Be enrolled for at least half time
- Meet UTRGV’s Satisfactory Academic Policy Requirements
- Have an Employment Authorization Card (if you are not a U.S. citizen or permanent resident)

**NOTE:** You must be awarded work-study to be considered for any work-study position. International students do not qualify for work-study.

For further information regarding the qualification for a work-study award, please contact the UTRGV Financial Aid Office.

**SEI - Student Employment Initiative**

Student Employment Initiative Program at the University of Texas Rio Grande Valley employs students on campus, and places them on areas, as close as possible to their degree, very comparable to an internship, to perform a variety of jobs that significantly contribute to student professional development. Supervisors play a very important part within our program; they are the ones who contribute on the student employee’s formation and development of a strong working ethics and managerial responsibilities.

Student Employment Initiative Eligibility

- Must be pursuing a Bachelor’s Degree for the first time
- Be enrolled 15 credit hours or more, each Fall and Spring semesters
- Be enrolled 6 credit hours during summer sessions (to continue working in the summer if funding is available)
- Have and maintain a semester and cumulative 3.0 GPA or higher
- Meet SAP (Satisfactory Academic Progress) requirements
- High School Graduate or GED (High school students do not qualify)
- A minimum of 12 credit hours completed in residence as a full-time student at UTRGV
- A minimum of 30 credit hours completed for transfer students
- A maximum of 90 credit hours completed for first time applicants
- Preference will be given to students whose first semester at UTRGV is two years or less prior to applying to SEI program
- Be a U.S. Citizen, Resident, or F-1 Visa for International Student.
• Student Employment eligibility ends on the day a student separates from UTRGV for any reason other than completing his/her coursework

**Assistantships for Graduate Students**

Assistantships give students the opportunity to work on campus (up to 20-hour workweeks), and are based on college/institutional demands and funds.

Assistantship Types:
- Teaching Assistant
- Research Assistant
- Graduate Assistant

Please see your program director about the different assistantships available in your field of study.

For information regarding assistantships, please contact The Graduate College at (956)665-3661 or via email at: GradCollege@utrgv.edu, or visit: Graduate College Division of Academic Affairs

**Applying for Student Employment**

To apply for student employment follow the steps below:

- Prepare a Resume. It is important to summarize your experiences, skills and qualifications in order to be considered for the applying job.
- To update profile, log in to my.utrgv.edu with your credentials and selecting the “Career Connection” icon.
- Upload your revised resume into your Career Connection profile for approval.
- You are now ready to search for a job in the Career Connection online tool.

**Searching for a Job**

- Apply for a job on these links: On Campus Jobs Off Campus Jobs
- A good resume will take you to the next step
- Interviewing Tips link.
- Students can always schedule an appointment for a practice interview at Career Center.
Hiring Process

After applying for a job in the Career Connection online tool, and receive a job offer from any of the UTRGV departments, make sure you follow the student employment hiring procedures and guidelines. Only Candidates who received a job offer and an electronic personnel action (ePAF) form is in the workflow, can continue with the following process.

For New UTRGV Student Employees:

All potential student employee who will be working for the university for the first time or returning students that have not worked for UTRGV for the last 6 (six) months, must complete the electronic I-9 and CBC forms, prior to the first day of work.

- **I-9 Online** – Federal law requires new employees of UTRGV to establish identity and eligibility (social security number) to work in the United States. Complete the two-step process below:

  1. First step: Employee will need to complete all required fields on the link below: [https://secure.i9.talk.com/preauthenticated/LoginCAPTCHA.ascx?Employer=17817](https://secure.i9.talk.com/preauthenticated/LoginCAPTCHA.ascx?Employer=17817).
  2. Second step: Employee needs to stop by the Office of Human Resources and present original documents to certify the I-9 form.

- **Criminal Background check**

  Effective 07/18/2016, please use the following link to submit your criminal background check application: [https://utrgv.quickapp.pro/apply/applicant/new/5385](https://utrgv.quickapp.pro/apply/applicant/new/5385)

  - New employees (being hired for the first time ever-part-time or full-time)
  - Break in service of 6 months or more within the last 12 months at UTRGV
  - A position reclassification (Student Employee to Full Time Staff)
  - Transfers or Promotions

**IMPORTANT NOTE: Student Employee under cannot begin employment until Human Resources Office authorizes e-PAF/CPAF.**

Visit HR On-Boarding Information, or the Handbook of Operating Procedures links. For information regarding Social Security, visit Social Security Administration Government Office.

International Students Employment Requirements and Procedures

International Students can be employed on campus, with Direct Wage option after the completion of all employment requirements:

- Have a current F-1 Visa status
- A student who is out of status is not eligible for F-1 benefits, including employment.
- Must be enrolled full time (12 credit Hours or more) at the University of Texas Rio Grande Valley, except during summer and school holidays.
- Must be in good academic standings and meet the Satisfactory Academic Progress.
- After authorization of employment student must maintain eligibility or will lose privileges to continue employment.
- Students are eligible for employment on-campus only through Direct Wage.
- International students are not allowed to work outside of the university.

Employment Forms
- Employment Authorization Form
- On-Campus Employment for F-1 Students
- F-1 Student Applying for a U.S. Social Security Nu

International student employees require the approval from the International Admission and Student Services Office.

Time Card and Payroll

UTRGV pays student-employees semi-monthly, at the beginning and middle of the month, according to the semi-monthly payroll schedule. All student-employees must complete a semimonthly timecard and submit the form according to the schedule:
1. Student completes the timecard.
2. Supervisor reviews the timecard, comparing it to the supervisor’s log.
3. Both the supervisor and the student sign the electronic timecard.
4. Student and supervisor make a copy for their records.
5. Student or supervisor (or designee) submits the timecard to the Payroll Office located on Alton Gloor at The Woods by 10 a.m. on the pay period deadline. Payroll may not pay students for late timesheets until the following pay period.
6. Payroll will either send a check to the student-employee’s department on the scheduled payday, or make a
1. Direct deposit to their checking account.

Student employees are compensated by their job performed at the pay rate stipulated in the electronic Personnel Action Form (ePAF/CPAF) and will received a paycheck only if a timecard has been submitted.

Timecard

Student is responsible to complete and submit a timecard to document the total hours worked during a pay period. View timecard Instructions on how to complete your time sheet. Also contact your supervisor for special departmental procedures, account number, etcetera.

Visit Payroll and Tax Compliance webpage to view information on:
Timecard Accessibility and Deadlines.
Payroll Schedules and Deadlines

Direct Deposit

Once you are hired, you will be able to access the links to follow Direct Deposit instruction, by visiting Page 19 on the Oracle Employee Self Service manual from the UTRGV Department of Business Information Systems office of Finance and Public Policy
Student Employment Policy and Procedures

Before the first day of work

Student employee must complete, sign and return the following forms to hr@utrgv.edu

- Biographical Information Form
- Certification of State or Public School Employment
- Selective Service Registration Form
- Voluntary Self-Identification of Disability

Complete Online:

- I-9 Employment Eligibility Verification
- Criminal Background Check

Download and review the following:

- Affordable Care Act (ACA) Exchange Notice
- Affordable Care Act (ACA) Exchange FAQ
- Non-Discrimination and Complaint Procedure Policy
- Sexual Harassment and Sexual Misconduct Policy

For more information visit UTRGV Human Resources On-Boarding process. Also visit the UTRGV Handbook of Operating Procedures.

Regular Working hours, Overtime and Mandatory Breaks

Regular Working hours
Student employees are eligible to work up to 19 hours per week during academic terms. Work schedules are made for employees to respect and follow. Student employee must notify the supervisor in advance for any change in the schedule in order to be approved. For emergencies, contact your supervisor or call the front desk and leave a number to be contacted if necessary.

Overtime
Overtime hours are not allowed. Student employees cannot work past the maximum amount of hours as allocated on their ePAF/CPAF, and cannot work before or after the specified start and end dates on the mentioned document.

Mandatory Breaks
A 30-minute break period is required after five consecutive hours worked. Students must leave their worksite for this meal break period, and the student needs to check out. The supervisor must ensure that during the meal period, the student is not performing any work and is relieved of all duty. This meal period should be recorded on the employee’s online timesheet, as it is not compensable. Student workers can use staff lounge during lunch break.
Absences
Student employee must be notified the absence to the supervisor as soon as possible, no later than the beginning of the work schedule.

Orientation
Student employee may receive an orientation on the first day of work to ensure he or she gets a positive engagement on the job. Receive and overview of the office structure and meet the co-workers. Receive a manual or list of procedures that are permitted or requires in that specific job.

Multiple Positions
Student Employment Initiative program (SEI) does not permit to have multiple positions on campus. This same notice is recommended for student employees. Supervisors are strongly encouraged to confirm with the student if he/she has no other jobs. Student employees should not work or be scheduled, at any time, more than 19 hours per week.

Discipline, Dismissal and Termination
The DDT action is to provide a procedure for the discipline and dismissal of a student employee who is subject to its requirements. All students who accept a student employment at UTRGV, are bound to the university policies and procedures, and are accountable for their actions and behaviors as articulated in the UTRGV code of conduct. All student employees are at-will and may be terminated with or without cause and with or without notice at any time by the University of Texas Rio Grande Valley. This handbook does not alter the at-will nature of any student employee’s position at this university.
Job Expectations and Responsibilities

**Punctuality**
- Be on time.
- Cover your working station when in duty.
- Maintain your working area clean.
- If working in a lab, keep keyboards, mice, screens and table tops clean and free of debris in order to prevent the spread of infectious diseases.

**Communication**
Effective communication in the workplace cannot be underestimated. Poor communication is responsible for mistakes, conflict, and negativity in the workplace.
- Communication skills that can help in the workplace
- Personal contact - visual contact, body language, a smile, a hand shake, etcetera.
- Network-Introduce yourself, to students, faculty and staff
- Be courteous- Say “Thank you” and “Would you please…”
- Be clear in your statements in order to be understood
- Listening attentively to others demonstrates respect, keep good eye contact and then comment on the issue.

**Absences**
Student employee must be notified the absence to the supervisor as soon as possible, no later than the beginning of the work schedule.
- Absences affects the work performance, someone else needs to cover for your time
- the quantity of work might be completed but the quality might not be the same.
- There will be less time to complete the specific chores assign to each one.
- Absences are not paid.

**Dress Code**
Student employees are expected to dress in proper casual attire. Personal hygiene is expected as well. Shoes are required and it is recommended that they are closed toed for safety reasons.

Inappropriate attire not recommended for work:
- Do-rags, stocking caps, skullcaps or bandanas.
- Baseball caps, hoods, sunglasses.
- See-through or mesh clothing.
- Clothing that exposes your midriff or chest.
- Clothing that exposes your underwear.
- Clothing that displays obscenities, alcohol, or drugs.
- Tank-tops, spaghetti straps, or halter tops
- Short Shorts
- Flip-Flops or bare feet.
General Rules of Conduct
Student employees must follow the rules of conduct and discipline, which are intended to promote efficient operations at the UTRGV institution. Each department may establish additional rules that may be considered necessary for effective operation of that specific component.

Performance Evaluations
Student Employees receive a yearly performance evaluation. This evaluation gives the student an opportunity to receive positive feedback, from the supervisor, to reinforce suitable work ethic and promote appropriate behavior. In case the student employee performance is not quite satisfactory, then it is recommended that supervisor conducts a conversation with the student employee to provide clear expectation of what is considered acceptable performance.

Recognitions and Awards
Each year, UTRGV Student Employment, a Career Center component celebrates the “National Student Employment Week” where top student employees are recognized during the Student Employee Award Ceremony for their contribution to UTRGV throughout the year. At this ceremony one student employee is selected by a committee to receive the highest honor as the Student Employee of the Year. Student employee is recognized with a special plaque. A special recognition is also awarded to the Supervisor of the Year.