

**The University of Texas**  
**Rio Grande Valley**

# **Student Employment Handbook**

## **Career Center**

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## **Introduction**

Welcome to The University of Texas Rio Grande Valley (UTRGV) Student Employment Program. This program employs over 2500 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 be familiarized with all policies and procedures on campus to maximize the benefits and experiences of student employment.

All students who accept a student employment position 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](mailto:hr@utrgv.edu)

Sincerely,  
Student Employment

## Student Employment Opportunities and Requirements

Student Employment Program 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**, **Student Employment Initiative (SEI)**, and **Assistantships for Graduate Students**.

Through student employment, students will be able to gain work experience and professional skills, network in their field of interest, and best of all earn a paycheck, which ultimately will pay for their education, without ever having to leave campus. 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:

| Job Title  | Classification Code | Minimum Pay Rate | Maximum Pay Rate | Maximum Hours Per Week |
|--|---------------------|------------------|------------------|------------------------|
| UNDERGRADUATE                                      |                     |                  |                  |                        |
| <a href="#"><u>Student Academic Tutor</u></a>      | 10057               | \$8.00           | \$15.00          | 19                     |
| <a href="#"><u>Student Academic Assistant</u></a>  | 10058               | \$8.00           | \$15.00          | 19                     |
| <a href="#"><u>Student Assistant</u></a>           | 10059               | \$8.00           | \$13.00          | 19                     |
| <a href="#"><u>Student Project Associate</u></a>   | 10060               | \$10.00          | \$25.00          | 19                     |
| <a href="#"><u>SEI Student Empl Initiative</u></a> | 10065               | \$10.00          | \$13.00          | 19                     |

Student employment positions are reserved for actively enrolled students (at least 6 credit hours), as a federal work study or direct wage assignment to supplement financial assistance. This policy is to ensure that UTRGV student direct wage dollars are provided to actively enrolled students. After graduation, students are not eligible for student assignments.

*\* Incoming freshman or transfer students are not eligible to work on campus until they attend their first semester at UTRGV and enrolled at least half time (6 credit hours).*

**Part-Time Non-Students:** This classification is for non-student individuals performing a job duty that requires specific training certification of degree that a student cannot provide.

*\* Any part-time positions that do not require a specific training certification or a bachelor's degree to perform clerical duties, MUST be performed by a student employee. Students cannot be classified under this job description.*

Student employees are paid semi-monthly and may work up to 19 hours per week. Pay rate ranges from \$8.00 up 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 a holiday vacation, or sick pay.

*\*International students with F-1 Visa are eligible for on-campus employment only, and require approval from the [International Admissions and Students Services](#).*

## **Direct Wage**

Direct Wage employment provides job opportunities for enrolled students to work on campus departments at UTRGV, even if the student is not receiving a work-study award. A student does not have to be considered as having financial need to participate in this program. A Direct Wage employee is a temporary employee who is hired during the time the student is enrolled at UTRGV. To be eligible for student employment Direct Wage, the student must be enrolled at least half time (6 credit hours) each Fall and Spring semesters and meet [Satisfactory Academic Progress](#) (SAP) requirements. To continue working during the summer, the student must be enrolled in the incoming fall semester a minimum of 6 credit hours.

\*Incoming freshmen or transfer students are not eligible to work on campus prior to their first semester attending UTRGV. Enrollment for Fall or Spring Semester should be at least half time (6 credit hours).

NOTE: International students may be hired as Direct Wage, undergraduate students must be enrolled full time (12 credit hours). Graduate students must be enrolled full time (9 credit hours).

## **DIRECT WAGE - Employment Period Dates**

| <b>Semester</b>           | <b>Start Date</b> | <b>End Date</b>                       |
|---------------------------|-------------------|---------------------------------------|
| Fall Semester             | September 1, 2019 | December 31, 2019, or *Graduation day |
| Spring Semester           | January 6, 2020   | May 31, 2020 or *Graduation day       |
| Fall and Spring Semesters | September 1, 2019 | May 31, 2020 or *Graduation day       |
| Summer semesters          | June 1, 2020      | August 31, 2020                       |

\*Graduating students

\* International student employees last day of employment is graduation date.

## **Work-Study**

One-way students can get help to pay for their education is through a work-study position. Work-study is more than an ordinary part-time job. Work-study is a form of financial aid, awarded either by the state or federal government, as a mean of "self-help" aid and students don't have to pay it back.

To get a work-study job, student must complete FAFSA or TASFA applications. Work-study can be requested by submitting a financial aid request online through Financial Aid office webpage.

The [Federal Work-Study Program](#) allows student to work on campus with a specific department or off campus with a community service partner. Student 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 student lives in Texas, the [Texas College Work-Study Program](#) allows student to work on campus with a specific department. Student 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)

\*\*\*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. Or visit UTRGV Work-Study webpage.

**WORK STUDY- Employment Period Dates**

| Semester        | Start Date        | End Date          |
|-----------------|-------------------|-------------------|
| Fall Semester   | September 1, 2019 | December 31, 2019 |
| Spring Semester | January 1, 2020   | May 31, 2020      |
| Summer I        | June 1, 2020      | June 30, 2020     |
| Summer II       | July 1, 2020      | August 31, 2020   |

\*Summer work-study requires the student be enrolled for the summer sessions they intend to work

\*Students will be granted work-study only for the session they are enrolled for when applying

**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 have an 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

## SEI - Employment Period Dates

| Semester                      | Start Date        | End Date                                      |
|-------------------------------|-------------------|---|
| Fall and Spring Semesters     | September 1, 2020 | May 31, 2020 or *Graduation day (May 8, 2020) |
| *Graduating - Fall Semester   | September 1, 2019 | December 13, 2019                             |
| *Graduating - Spring Semester | January 16, 2020  | May 8, 2020                                   |
| Spring Semester               | January 6, 2020   | May 31, 2020 or *Graduation day (May 8, 2020) |
| Summer semesters              | June 1, 2020      | August 31, 2020                               |

***\*Hiring departments are responsible for monitoring their student's maximum working hours and employment dates, as well as their enrollment hours and grades for the following semester.***

## Assistantships for Graduate Students

[Assistantships](#) give graduate students the opportunity to work on campus (up to 20-hour workweeks) and are based on college/institutional demands and funds. Employee Online Enrollment [Scholarships](#) are one time opportunity for UTRGV employees pursuing a master's degree.

Assistantship Types:

- Teaching Assistant
- Research Assistant
- Graduate Assistant

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

## Applying for Student Employment

Students should follow the steps below to apply for student employment:

***Prepare a Resume*** - It is important to summarize the experiences, skills and qualifications in order to be considered for the applying job.

***Update Profile and Upload Resume*** - To update profile, students should log into [my.utrgv.edu](http://my.utrgv.edu) with their credentials and select the "Handshake" icon, then, upload the resume on their Handshake profile.

## Searching and Applying for a Job

- Once resume is uploaded, students are now ready to search and apply for a job. A good resume will take student to the next step

## Interviewing Tips

- Dress appropriate!!!
- Practice interviewing
- Be flexible
- Gain experience
- Work on Communication strategies, both verbally and nonverbally
- Students can always schedule an appointment for a practice interview at Career Center
- Ask Questions
- Follow-up with interviewer
- Send a thank you note

Visit [Interviewing Tips](#) link to view important guidance.

# Hiring Process

## **Hiring New 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. Link will be provided to new hire by supervisor. Individual must complete the two-step process below:
  1. First step: Employee will need to complete all required fields on the I-9 online
  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 (CBC)**

Effective 07/18/2016 the hiring individuals meeting the following criteria will need to complete the CBC

  - 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

## **Rehiring Student Employees:**

For returning student employees, create a CPAF following the cPAF system instructions.

***IMPORTANT NOTE: Student Employee, under any circumstances, cannot begin employment until Human Resources Office authorizes employment.***

For information regarding Social Security, visit [Social Security Administration Government Office](#).

## **International Students Employment Requirements and Procedures**

International Students can work 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 during Fall and Spring semesters
- Must be in good academic standings and meet the [Satisfactory Academic Progress](#) (SAP)
- 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 (*On-campus employment only*).



## Employment Forms

- [Employment Authorization Form](#)
- [On-Campus Employment for F-1 Students](#)
- [F-1 Student Applying for a U.S. Social Security Number](#)

International student employees require the approval from the [International Admission and Student Services Office](#).

## **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 semi-monthly timecard and submit electronically according to the [Payroll Schedule and Deadlines](#).

## **Timecard**

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

Electronic time entry must be completed by all employees other than regular academic faculty. Time records are submitted through [my.utrgv.edu](#) portal > PeopleSoft icon > Time and Attendance.

Student employees must submit time records on a semi-monthly basis.

- ✓ Student employees must record time-in and time-out as actually worked
- ✓ Supervisors are to approve timecards by the timecard deadlines
- ✓ Timecards are submitted to the supervisor on record in the employee's assignment

## Accessibility

Timecards are available through the [my.utrgv.edu](#) portal > PeopleSoft > Time and Attendance

- ✓ Employees will see their timesheet on the "Time and Attendance" menu screen soon after an assignment is created/entered by the Office of Human Resources.
- ✓ Timecards and assignments have a direct correlation. The timecard is created based on start and end date of the assignment as recorded by the Office of Human Resources in the PeopleSoft system
- ✓ Timecards are accessible at the start date of the assignment

## Deadlines

- ✓ Timecards are due to Payroll Office on the first working day following the [pay period](#)
- ✓ Timecards must reach Payroll Office in approved status in order to process payment

Student is responsible to complete and submit a timecard to document the total hours worked during a pay period.

Please contact payroll at [payroll@utrgv.edu](mailto:payroll@utrgv.edu) if any further assistance is required. Click the link to access the [Web Time Entry Training Material](#) page.

## **Direct Deposit**

Apply for Direct Deposit by following the instructions below: Click on the link [Direct deposit](#) to access the training video.

1. Login to <https://my.utrgv.edu>
2. Select the PeopleSoft Icon under Applications
3. Navigate to the Employee Self Service Menu
4. Click the NavBar button to easily access functions
5. Select Navigator icon
6. Select HRMS
7. Select Self Service, then select Payroll and Compensation
8. Select direct deposit
9. Direct Deposit will display accounts on file, you may edit or delete accounts. To add an account, select Add Account
10. Include all account information while adding an account
11. Select if you either would like to deposit a percentage of a check, a certain amount of your check, or a net balance. Enter the amount and which order to be deposited
12. Before submitting, acknowledge and accept the terms of using direct deposit
13. Review information and press submit, and your account will be added
14. Select the Edit Button to edit info on an account. Once the changes have been made, review and select Submit. Then hit OK
15. You can remove accounts by selecting the Remove Button
16. When you select Delete, select either Yes to confirm or No to cancel
17. Once the account has been removed, select OK

## **Policy and Procedures**

Before the first day of work, student employee must complete CBC and I-9 verification process. Student employees must not begin employment until Human Resources has approved the ePAF/CPAF.

**On-Boarding Process** - Visit Human Resources webpage for [On-Boarding](#) Information. For additional information visit the [Handbook of Operating Procedures](#) links.

### **Attendance**

UTRGV expects student employees to report to work on a reliable and punctual basis.

### **Regular Working hours**

Student employees are eligible to work up to 19 hours per week.

### **Adjustment to Work Schedule**

Student employee must respect and follow the work schedule. For any adjustments or changes, Student employee must notify the supervisor in advance for approval.

### **Overtime**

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

### **Breaks**

A 30-minute break period can be taken after five consecutive hours worked. Students must leave their worksite during break period, and the student needs to clock out. The supervisor must ensure that during the break

period, the student is not performing any work and is relieved of all duty. This break period should be recorded on the employee's online timesheet, as it is not compensated.

### **Tardiness**

Student employees are responsible for informing their supervisor when they know that they will not be reporting to work on time. Excessive tardiness will result in discipline, up to and including termination.

### **Absences**

Student employee must notify the supervisor of any absences as soon as possible, no later than the beginning of the work schedule. For emergencies, contact your supervisor or call the front desk. Leave a contact phone number to be located if necessary.

### **Holidays**

Student employee are not required to work during UTRGV schedule holidays.

### **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 and Obligations**

Multiple positions on campus are *not recommended* for student employees. Supervisors are strongly encouraged to confirm with the student if he/she has other job assignments. Student employees, under any circumstances, should work more than 19 hours per week or be scheduled within their class hours. Each department should have a full-time supervisor assigned for student employees. At no time, should one student employee supervise another student employee. Exceptions: Graduate Students. May supervise another student employee.

### **Discipline, Dismissal and Termination (DDT)**

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 hired 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**

Tools used to formally prepare student employees on what the job expectations will be during their employment period.

### **Responsibilities**

- Be on time
- Never leave working station unattended when in duty
- Maintain working area clean
- If working in a lab, keep keyboards, mice, screens and tabletops 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 handshake, etcetera
- Network- personally introduce 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**

- Notify 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**

- Dress in proper casual attire
- Personal hygiene and grooming
- Shoes are required - closed toed for safety reasons (recommended)

Inappropriate attire 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, or tear Jeans
- ✓ Flip-Flops or bare feet.

### **Rules of Conduct and Discipline**

This policy, [rules of conduct and discipline](#), is to provide students fair notice of conduct considered unacceptable at UTRGV and which may be the basis for disciplinary action. Each department may establish additional rules for effective operation of that specific component.

### **Resignation**

A student employee who voluntarily decides not to continue working must notify supervisor directly via resignation letter.

### **Job Performance Evaluations**

Student employees are evaluated every semester. These evaluations help create a culture that promotes personal and professional development. It gives the student employee an opportunity to receive feedback from their supervisor and reinforce suitable work ethic and appropriate work behavior.

### **Outstanding Student Employment Recognition Award**

**Student Employee of the Year** – Each year, during the National Student Employment Week, student employees are recognized for their exceptional contribution to The University of Texas Rio Grande Valley. This award honors those student employees who have demonstrated job performance excellence and going beyond expectations.

**Supervisor of the Year** - Supervisors are mentors who play a big role on the student’s skills development for future professional employment; therefore, they are nominated by their mentees, to receive this highest honor award.