



# Student Employment Supervisor Handbook

Student Employment  
Office Human Resources

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## Thank you for serving as a Student Employee Supervisor!

Welcome to The University of Texas Rio Grande Valley (UTRGV) Student Employment Office (SEO). This office processes over 2,500 student New Hire/Change of Job data forms every year, performing a variety of occupations that significantly contribute to the functioning of UTRGV departments throughout the valley. The Student Employment Office provides students with employment opportunities, where they can expand, and combine their educational learning with direct hands-on skills they will acquire while working at UTRGV.

Working on campus, not only allows students to earn extra money, but it gives them the opportunity to gain experience for their future career endeavors. In addition, proper supervision, and mentorship, will foster an increased sense of career readiness and professionalism for our students to be successful in their careers postgraduation. 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 Supervisor Handbook contains guidelines, rules, and regulations, along with rights and responsibilities that a supervisor must follow when employing a student 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.

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 the [Student Accessibility Services](#) webpage.

For questions regarding UTRGV policies and procedures, contact Human Resources office at [hr@utrgv.edu](mailto:hr@utrgv.edu). For any questions or concerns about Student Employment, please contact us at [studentemployment@utrgv.edu](mailto:studentemployment@utrgv.edu) or check out our website <https://www.utrgv.edu/human-resources/student-employee/index.htm>.

Sincerely,  
Student Employment

# INTRODUCTION

## Requirements and Eligibility

The Student Employment Program consists 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,** and **Undergraduate Research Assistantships.**

Student employment positions are reserved for actively enrolled students (at least 6 credit hours), as work study or direct wage assignment are designated to supplement financial assistance. *Note: The enrollment requirement for work-study may possibly be less than 6 credits, depending on the type of work study funding the student is eligible for.* This guideline was established to ensure that UTRGV student direct wage dollars are provided to actively enrolled students. Students are no longer eligible for student employment assignments after graduation. Student employees are paid semi-monthly and may work up to 19 hours per week. The pay rate ranges from \$12 up to \$16 per hour based on the tasks performed (in some cases the hourly rate can exceed that, but compensation approval is required). Pay rate and/or hours may vary per department, category, and/or experience.

Through on-campus 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. This will ultimately supplement paying for their education without ever having to leave campus.

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

**Part-Time Non-Students:** This classification is for non-student individuals performing a job duty that requires specific training certification or degree that a student does not have.

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

## Types of On-Campus Jobs

### Direct Wage-Department Funded Positions

Direct Wage employment provides job opportunities for enrolled (undergraduate and graduate) students to work on campus at UTRGV, even if the student is not receiving a work-study award. At UTRGV, departments pay 100% of the students' wages. 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 through the summer, the student is not required to enroll for courses during the summer; however, must be enrolled in the incoming Fall semester with a minimum of 6 credit hours. *Please note that some divisions may implement their own summer employment requirements.*

\*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 international students must be enrolled full time (12 credit hours). Graduate International students must be enrolled full time (9 credit hours).

**DIRECT WAGE – Fiscal Year Employment Period Dates**

Semester	Start Date	End Date
Fall Semester	September 1	December 31 or *Graduation Day
Spring Semester	January 2	May 31 or *Graduation Day
Fall and Spring Semesters	September 1	May 31 or *Graduation Day
Summer semesters	June 1	August 31

\* Graduating students

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

**Work-Study-Financial Aid Funded Positions**

The Work-Study Program allows students to work on campus with a specific department or off campus with a community service partner. To be eligible for a work-study job, the student must complete the Free Application for Federal Student Aid (FAFSA) or TASFA applications. Work-study can be requested by submitting a financial aid request online through the Financial Aid office webpage. To be eligible for federal aid, the student must:

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

If a student lives in Texas, the **Texas College Work-Study Program** allows students to work on campus with a specific department. To be eligible for state aid, the 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 may be eligible for Institutional work-study on a case-by-case basis and based on fund availability. Please contact the Work-study office for additional information.**

The student will be awarded based on their eligibility determined by the FAFSA or TASFA along with other eligibility criteria. Students are awarded a specific amount, and the funding source (whether it's federal or state) subsidizes the wages to the employer. At UTRGV, work study pays for 100% of the students' wages.

- Work study positions are available only to those students who have received communication from the Office of Financial Aid regarding their work study eligibility for the current academic year.
- Students will receive this communication in two formats (e-mail or mail) by May for the new aid year. However, students are encouraged to also verify Assist regarding the status of Financial Aid Work Study awards.

For further information regarding work study eligibility requirements, contact the UTRGV Financial Aid Office email [finaid@utrgv.edu](mailto:finaid@utrgv.edu) or visit UTRGV [Work-Study](#) webpage.

### WORK STUDY- Fiscal Year Employment Period Dates

Semester	Start Date	End Date
Fall Semester	September 1	December 31
Spring Semester	January 1	May 31
Summer I	June 1	June 30
Summer II	July 1	August 31

\*Fall and Spring Semester Work-Study Award: Student must meet enrollment requirement for each semester according to the requirements of the funding source.

\*Summer Work-Study Awards: Students must be enrolled during the summer semesters they intend to work, to be eligible for work-study funds.

\*Graduating students must end their assignment on graduation date.

### Monitoring Work Study Hours and Award

Hiring departments are responsible for monitoring their student's weekly working hours, employment dates, as well as their enrollment hours and grades to continue employing the student. If the student fails to adhere to the number of authorized work hours provided by the Financial Aid office, this will cause exhaustion of hours and award amount consequently ending the assignment prior to the end date provided by Financial Aid.

### Assistantships for Graduate Students

[Assistantships](#) give graduate students the opportunity to work on campus (commonly 20-hour per week) and are based on college/institutional demands and funds. Employee Online Enrollment Scholarships are also a 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: <https://www.utrgv.edu/graduate/>

## 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*).

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

## STUDENT EMPLOYMENT PROCESS

### Creating Supervisor Handshake Profile

To be able to search for students and temporary employees on Handshake, every hiring official needs to create a profile. Before creating a profile, a user account must be created by the Student Employment Office (SEO). Most supervisors already have a user account which allows him/her to access Handshake. However, any supervisor who cannot access Handshake when in <https://my.utrgv.edu>, must contact SEO at [studentemployment@utrgv.edu](mailto:studentemployment@utrgv.edu) for user account setup assistance or for troubleshooting.

*Note: If you are a new faculty or staff employee and need access to Handshake, creating your own user account will not grant you access as your user account must be created and approved by SEO. Once the supervisor user account has been created and/or is properly working, the hiring official will be able to create his/her profile and/or update it if changes are needed.*

SEO has created a [Creating Supervisor Handshake Profile](#) guide which gives step-by-step instructions (with screenshots) for creating a Handshake Profile and updates changes if needed.

If you need assistance logging into Handshake or experiencing user access issues, please contact SEO Human Resources at [studentemployment@utrgv.edu](mailto:studentemployment@utrgv.edu).

## Searching for a Student Employee

The Student Employment Office has created generic Handshake job postings, which can be utilized during the recruitment process. This was done since most departments search for students to perform routine support job duties. The generic job postings are based on job descriptions that are generic in nature and will more easily facilitate the recruitment process of students seeking employment. Any supervisor can automatically access the postings and review the list of applicants who have expressed interest in a student employment position.

### Generic Job Postings (for New Hires)

- (Summer or Fall/Spring) WS Graduate Student Assistant
- (Summer or Fall/Spring) WS Student Academic Tutor
- (Summer or Fall/Spring) WS Student Academic Assistant
- (Summer or Fall/Spring) WS Student Assistant
- (Summer or Fall/Spring) WS Student Project Associate
- (Summer or Fall/Spring) WS UG Research Assistant
- (Summer or Fall/Spring) DW Student Academic Tutor
- (Summer or Fall/Spring) DW Student Academic Assistant
- (Summer or Fall/Spring) DW Student Assistant
- (Summer or Fall/Spring) DW Student Project Associate
- (Summer or Fall/Spring) DW UG Research Assistant

These generic job postings will appear under the division (department) **Human Resources and Talent Devt** when searching for Jobs in Handshake by Division. In addition to searching for student employees using these generic postings, a hiring official can also use the database to search for students within handshake and can filter a search by either major, unique experience or by name.

SEO has created a [Searching for a Student Employee](#) guide which gives step-by-step instructions (with screenshots) for how to search for a student employee using the generic job postings.

*Note:* A job posting created by the department is permitted and supported only for positions that require unique job duties, where the department requires the student to have certain job skills/educational background vital to fulfill the position and is unable to find a student in Handshake that matches these requirements.

## Hiring a Student Employee

- **CBC, I-9 and Onboarding Required Student Documents:** Once you have identified a student for hire, please contact the student and communicate the news. After a start date has been set, there are several steps that will need to be completed by the student. The student must



complete the Criminal Background Check (CBC), Online I-9 and Onboarding documents and visit Human Resources to certify documents. This information (links below) can be shared with the hired student as soon as a decision has been made so that the student may start employment by the anticipated start date.

**New Student Employee:** All potential student employees who will be working for the university for the first time, must complete the electronic I-9 and CBC forms, prior to the first day of work.

- **Submission of CBC:**
  - CBC must be submitted at: <https://utrgv.quickapp.pro/apply/applicant/new/5385>
  - No assignment will be approved until the CBC has cleared. The CBC must be submitted as soon as possible as it takes 3-5 business days or more to clear.
  
- **A CBC is also needed when:**
  - A change in status (Student Employee to Full Time Staff)
  - Transfers or Promotions
  
- **Submission of I-9 and Onboarding documents:**

Federal law requires new employees of UTRGV to establish identity and eligibility (social security number) to work in the United States. The I-9 link, and onboarding information will be provided to new hire by the hiring official.

  1. Online I-9 must be submitted at:  
<https://secure.i9.talx.com/preauthenticated/LoginCAPTCHA.aspx?Employer=17817>
  2. Student must visit the Human Resource Office to certify documents
  3. Student must Complete Onboarding paperwork (New Employee Required Documentation) and a [Biographical Data Form](#) if this is the first time working for UTRGV

**For additional information visit the [Handbook of Operating Procedures](#) link.**

**Returning Student Employee:** If the returning student employee has had a break of employment of six months or more, the CBC will be required. The I-9 is required only if the student hire has had a break of employment with UTRGV of two years or more.

Submission of New Hire / Change of Job Data form based on current assignment status of the student.

1. When submitting the form, you will be required to enter a Job ID number on the form. In this field, please enter the Job Class Code of the job title used. This is a 5-digit number starting with a (example: 10059 for the job title of Student Assistant).
2. Use the HR Portal, through the <https://my.utrgv.edu> link from the UTRGV homepage. Tip: Chrome works best.
3. The guide for creating a New Hire or Change of Job Data form can be accessed at: [HR Portal Manual](#).
4. Please keep in mind that the hiring process can take up to 2 weeks, therefore the form should be created in advance to avoid timecard issues.
5. *The New Hire form (NH)* is used to propose the hire of a new student employee who has never been employed at UTRGV or has not worked for the university for the last six months. The New

Hire form will be reviewed by several approvers until it is finally approved by Human Resources – Salary Administration, the entity who completes the authorization to work.

6. *The Change of Job Data form (CJD)* is used for the request of changes to a current student employees' job data such as the funding source, hire date(s), number of hours per week, job position, pay rate, change in location, and room number and change in department within the university. The Change of Job Data form will be reviewed by several approvers until it is finally approved by Human Resources – Salary Administration, the entity who completes the authorization to work process.
7. Wait for the e-mail from Human Resources authorizing the student to begin working.
8. Student employees are recommended to follow up with their supervisor (hiring official) for the status of his/her assignment start date. It is also best practice for the supervisor to communicate and provide the student employee with the status of the New Hire or Change of Job Data form in case there has been a delay in the approval process of the form. This will also prevent discouragement or withdrawal of application on the student's part.

#### Hiring a student under the Work-study Program.

1. Hiring department will submit a hiring request form through the UTRGV Workstudy Program SharePoint.
2. Access to the SharePoint requires blackboard training. If access is needed for SharePoint, please reach out to the Work-study Office to grant you access to training available on Blackboard.
3. Once access is granted, additional resources on how to submit a hiring request are available on UTRGV Workstudy Program SharePoint.
4. If the student is eligible, the Work-study Office will submit the necessary New Hire or Change of Job Data form for the student based on the hiring request submitted by the requestor.
5. The Work-study Office will communicate to the department contact or requestor if any additional information is needed.
6. Communication of processed hiring request will be sent to the department.
7. A tentative start date will be put on the NH/CJD form. The e-mail from Human Resources authorizing the student to begin working will establish the official start date.

**IMPORTANT:** Under no circumstance should a student employee be allowed to begin his/her assignment before the Human Resources Office has authorized employment.

Updating the Applicant Status on Handshake: Once a selection has been made, the **Applicant Status** feature needs to be updated to **"Hired"**. This will communicate to other hiring officials that this student has been placed with a department and is no longer seeking employment.

Check out the steps found in the [Hiring Guide](#) (with screenshots) for updating the applicant status and to make sure you have followed the information you need for hiring either a new or returning student employee.

#### **Interviewing Student Applicants**

UTRGV encourages supervisors to perform over the phone, Zoom/Teams, or in person interviews with student finalists. Interviewing will not only foster fairness in the selection process but will also solidify the

chosen candidate and will provide the student with valuable interviewing experience. The more practice the student gets, the better prepared the student will become for interviews in their professional career.

- **Steps for Interviewing**
  - Contact the student by phone or e-mail using the information provided on the student's resume or job application. State the position for which you are calling/emailing about and give the student 2-3 possible time slots for the interview.
  - Have a set of questions ready and ask all the applicants the same questions. Should assistance for developing questions be needed, the Interview Questions Guidelines can be accessed under the Human Resources website at <https://www.utrgv.edu/human-resources/files/documents/developing-interview-questions.pdf>.
  - The interviewer should allow time to discuss with the student about their class schedule, to predetermine the work schedule.
  - It is best practice to inform the student, before ending the interview, that they will be contacted further by email or phone as the process is continued.

### **Job Posting**

If the supervisor has created a job posting and has filled all the vacant positions before the application expiration date, the job posting needs to be closed out. The posting can be closed by SEO.

### **Hiring a Student Employee Under 18 Years Old**

It is possible to hire a student under the age of 18 years old if the student is currently enrolled at UTRGV. Underage students are required to complete a Consent Form for Minors that requires signatures from both the student and parent or legal guardian. For more information regarding hiring an underage student employee, please read <https://www.twc.texas.gov/jobseekers/texas-child-labor-law>.

### **Job Titles, Classification Codes and Salary Rates**

Student positions are set by classifications, where students perform a variety of jobs that significantly contribute to the functioning of UTRGV.

The job titles and classification codes are reserved for student employees only. Once a student is no longer meeting enrollment requirements, he/she can no longer be classified under a student job title.

Job Title	Classification Code	Minimum Pay Rate	Maximum Pay Rate	Maximum Hours Per Week
<b>UNDERGRADUATE</b>				
<a href="#">Student Academic Tutor</a>	10057	\$12.00	\$19.00	19
<a href="#">Student Academic Assistant</a>	10058	\$12.00	\$19.00	19
<a href="#">Student Assistant</a>	10059	\$12.00	\$17.00	19
<a href="#">WS Student Academic Tutor</a>	10051	\$12.00	\$19.00	19
<a href="#">WS Student Academic Assistant</a>	10053	\$12.00	\$19.00	19
<a href="#">WS Student Assistant</a>	10054	\$12.00	\$17.00	19
<a href="#">Student Project Associate</a>	10060	\$14.00	\$29.00	19
<a href="#">WS Student Project Associate</a>	10055	\$14.00	\$29.00	19
<a href="#">UG Research Assistant</a>	10063	\$1,000 monthly	\$1,400 monthly	19 (47.5% FTE)
<a href="#">WS UG Research Assistant</a>	10079	\$1,000 monthly	\$1,400 monthly	19 (47.5% FTE)
Example: UG Research Assistant		\$525 monthly	\$740 monthly	10 hours (25% FTE)
<b>GRADUATE</b>				
<a href="#">Graduate WS Student Assistant</a>	10039	\$16.00	\$24.00	19

*Please note that any pay rate above \$16 per hour will require a review by HR – Compensation*

## ON THE JOB

### Scheduling of Work Hours

It is recommended for supervisors to obtain the student’s class schedule to determine his/her work schedule. The student’s class schedule may change each semester; therefore, the student worker and supervisor should establish times in accordance with the student’s class schedule. The department’s needs should also be taken into consideration when assigning work hours. Any schedule conflicts should be discussed so that the work schedule may be finalized. Should the student not be able to adhere to the agreed upon work schedule, this may provide reason for termination of employment.

Student employees, under any circumstance, should not work more than 19 hours per week, be scheduled to work during class time, or be excused from class to report to work.

### Student Employee Onboarding

- *Orientation Checklist:* The Supervisor’s Guide to the New Employee On-Boarding Program located on The Human Resources Office website can be used for onboarding new student

employees. It is a general guide aimed at new full-time employees; however, most of the steps can be applied when hiring a student employee. It is beneficial to provide clear expectations early and a structured onboarding process will set the tone of the employment experience. The onboarding process can be reviewed at: <https://www.utrgv.edu/human-resources/managers/onboarding-new-employees/index.htm>

- *Handbook for Student Employees:* The student handbook has valuable information for new student workers. Supervisors are encouraged to have their student workers review the handbook in the beginning of their employment experience to understand what is expected of them and get acquainted with the office culture.

## Time Reporting and Pay Schedule

- *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 for the job performed at the pay rate set in the New Hire/Change of Job Data Form (NH/CJD) and will receive a payment only if an electronic timecard has been submitted and approved by the supervisor.
  - Electronic time entry must be completed by the student employee. 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 the 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 the Payroll Office on the first working day following the [pay period](#). Timecards must reach the Payroll Office in approved status in order to process the payment. The student is responsible for completing and submitting 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](#).

## Direct Deposit

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

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

## Benefits Eligibility

Student workers are not eligible to receive any sick pay, vacation pay, or holiday pay. They also do not participate in employee health plans, retirement programs or short-term disability benefits.

## Meals and Breaks

A 30-minute break period can be taken after five consecutive hours worked. The students must clock out and leave their worksite during the break period. The supervisor must ensure that during the break period, the student is not performing any work and is relieved of all duties. This break period should be recorded on the employee's online timesheet, as it is not compensated.

## Resignation/Termination of Employment

*Voluntary Resignation:* Student employees can resign voluntarily. It is recommended for the student to inform his/her supervisor of their last day with the department. Supervisors are to ensure that the student's timecard is completed as of the last working day. If the student is leaving the institution, the supervisor must create an **Employee Separation** through the HR portal. If the student is not leaving the institution, a Change of Job Data form will be required. To access the HR Portal, log on to your my.utrgv.edu and click on the HR Portal icon.

*Involuntary Termination:* An involuntary termination is when the department has decided to end the student's assignment for a cause. It is best practice to follow the steps below before terminating a student's employment.

- Communicate with the student about unsatisfactory behavior, conduct, and/or performance.
- Provide the student with a plan of action for improvement. This will allow the student a fair opportunity to correct his/her behavior, conduct or performance.
- It is up to the supervisor to decide how many opportunities the student should receive for making improvements. Generally, two opportunities should suffice.
- If the student does not improve after guidance was provided, or the ill conduct/performance is serious, a notification should be sent to the student with the reason for releasing him/her of duties and the last day of work.
- If the termination was decided, the supervisor should ensure the timecard is complete and a Change of Job Data form is created stating the end of assignment according to the last day of work.

## Student Conduct and Discipline

All students who accept a student employment position at UTRGV, are bound to the University's policies and procedures, and are accountable for their actions and behaviors as articulated in the UTRGV [Student Conduct and Discipline](#). *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.

## STUDENT EMPLOYEE JOB EXPECTATIONS

### Workplace Conduct

Student employees are expected to assume an obligation to act in a professional manner, to have respect for the rights and property of others. Professional conduct can range from the manner in which customer service is delivered, whether in person or over the phone, with which they perform their work according to UTRGV's established job standards.

### Attendance and Punctuality

UTRGV expects student employees to be at work at their scheduled start time and not leave before the end of their scheduled hours. Student employees are responsible for informing their supervisor when they will be delayed. Excessive tardiness will result in discipline, up to and including termination.

### Absences

Student employees are required to communicate with their supervisors no later than the beginning of the work schedule, in the event he/she is unable to report to work. Absences affect project deadlines as someone else will be required to complete the work. The amount of work may be completed; however, the quality might not be the same. Absences are not paid.

## Communication

Student employees are expected to communicate with their supervisor regarding any issues or concerns involving their job responsibilities, operations of the office and/or concerns. Communication decreases any conflict or misunderstandings in the workplace, creates better relationships with supervisor and peers, and increases engagement.

## Mentoring and Supervision

Supervisors have many roles to play in developing and guiding student employees to achieve academic and student success simultaneously. Some of the key roles that supervisors play are:

- Coaching and mentoring the student so he or she can grow and develop professionally by providing ongoing positive and constructive feedback that creates awareness and results in performance improvement.
- Offering department insights and continually communicating information to guide the student employee.
- Setting semester performance and developmental goals that will strengthen the student contribution as well as increasing overall performance for the department.
- Continuously create opportunities for your student to apply classroom learning in hands-on work experiences.

Student employment fosters students the opportunity to build professional and technical skills; therefore, students should not work unsupervised.

## Confidentiality

Student employees may have access to confidential data such as financial information, employee information, grades, telephone numbers, and addresses, etc. However, students are not allowed to share this information with others or use it for their own for any reason not connected with UTRGV business. Releasing information of confidentiality to an unauthorized person, such as a friend, outside caller, or other department, can result in termination due to a violation of the Family Educational Rights and Privacy Act (FERPA).

The [Family Educational Rights and Privacy Act \(FERPA\)](#) is a Federal law that protects the privacy of student education records whereby parents or eligible students have the right to inspect and review the student's education records, and the right to request that a school correct records, and that schools must have written permission from the parent or eligible student in order to release any information from a student's education record.

## Workplace Attire

Student employment is a training ground for professional employment and the way one presents himself/herself is important. A student employee is expected to report to work in clothes that are neat and clean and that appropriately reflect the specific position he or she holds. When in question, the



supervisor has the discretion to make the decision on what constitutes appropriate attire. Good personal hygiene and grooming is a must.

## **Telephone Usage**

Office telephones are for the use of the office business and should not be used for personal and non-urgent cases. Urgent calls should be kept to a minimum. It is also important to remind students to limit the use of their cell phones.

## **Travel**

Student Employees can travel across the different UTRGV campuses to work on a case-by-case basis. The use of UTRGV's Vaquero Express is encouraged. Travel time should be considered work time if the student is asked to work at a different campus location than their regularly assigned work location.

## **APPLICABLE EMPLOYMENT POLICIES**

### ***Equal Employment Opportunity***

<https://www.utrgv.edu/hop/policies/adm-04-206.pdf>

UTRGV will maintain recruitment, selection, and appointment processes reflecting the institution's commitment to equal opportunity and affirmative action and complying with all applicable federal and state laws and regulations. Discrimination by any UTRGV employee during recruitment, selection, or appointment processes, or during the operation of any UTRGV programs, activities, or services based on race, religion, color, sex, disability, age, veteran status, national origin, gender identity or expression, genetic information or sexual orientation is prohibited. Further, to the extent permitted by applicable law, UTRGV shall make good faith efforts to implement its Affirmative Action Plan. In pursuit of these objectives, all regular positions must be filled using one of these defined processes: external recruitment or internal recruitment. The hiring official, in coordination with Human Resources, will determine the process most appropriate for filling the vacant position. All employees involved in recruitment, selection, or appointment processes are expected to comply with all applicable UTRGV or University of Texas System policies and with all applicable federal and state laws and regulations.

### **Federal Work Study Earnings Limitations**

The amount specified by the department does not mean that the student will earn that amount. Students can earn up to the maximum work-study award based on their eligibility for employment periods. The work study amount entered in the student's New Hire/Change of Job Data form will be updated by the Financial Aid office, therefore, supervisors should ensure to view the encumbrance after the assignment is finalized for the student's award.

Keep the following in mind:

- Work-Study awards are to provide the student with employment from Sept-May.
- High pay-rates and high weekly hours will exhaust the work-study award at a faster rate.

- The New Hire/Change of Job Data form does not actually encumber the funds from the department. Funds are encumbered with each pay period.
- The “Encumbrance calculator” is a tool on the HR Portal, that can help the department calculate their contribution prior to submitting the assignment.

### Overtime

Student employees are not allowed to work overtime hours. Student employees cannot work past the maximum number of hours allocated on their New Hire/Change of Job Data form and cannot work before or after the specified start and end dates on the mentioned document.

### Holidays

Student employees are not required to work during UTRGV scheduled holidays. To view Holiday Schedule, go to [utrgv.edu](http://utrgv.edu) >HR>Current Employee>Forms>Leave.

### Multiple Positions and Obligations

Working multiple positions simultaneously on campus is *not recommended* for student employees. At the time of hiring, students are strongly encouraged to inform their supervisor if he/she has a current job at another department.

### Other Things to Consider

- Student employee work should be supervised, and students should not be left after hours in an unsecure area.
- If student employee’s primary work location is on one campus and the student needs to work on a different campus for a particular day as per the department’s request, the student’s drive time to the other campus location should be compensated as time worked.
- Student employee work schedules can be adjusted to work outside of the traditional 8 am to 5 pm working hours if the job requires this. If possible, this should be advertised on the Handshake posting.
- If UTRGV references are not positive, student employment may be denied.

## RECOGNITION AND AWARDS - NATIONAL STUDENT EMPLOYEE WEEK

**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. To recognize an outstanding student employee, departments are encouraged to submit nominations for that exceptional student employee. This award honors the student employee who has demonstrated job performance excellence and has exceeded job expectations. The winner receives recognition, an award, and a scholarship at the Student Employee/Supervisor of the Year Ceremony at UTRGV.

**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 award and recognition at the Student Employee/Supervisor of the Year Ceremony at UTRGV.