

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 4	General Personnel Policies	Effective:	November 2000
Section 4.3	Recruitment, Selection and Appointment	Revised:	January 2005
<b>Policy 4.3.5</b>	<b>Student Employees</b>	Responsibility:	Vice President for Human Resources

## **STUDENT EMPLOYEES**

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### **Policy**

A student shall be appointed to an employee position when that individual is enrolled as a student at the Health Science Center or another educational institution on a half time or greater basis during the current or next semester and is not otherwise appointed to a classified, faculty, administrative and professional, or fellow job position.

The Health Science Center's student employment practices and procedures will conform to all applicable federal and state employment laws and regulations. Discrimination on the basis of race, color, religion, sex, national origin, age, sexual orientation, disability, or veteran status is prohibited.

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### **Applicability**

This policy applies to student employees of the Health Science Center.

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### **Job Titles for Students Enrolled at the Health Science Center**

Job titles for Health Science Center students in positions of a research nature or where the position is related to the student's field of study are designated exclusively for these student employees.

Students of the Health Science Center shall be appointed to one of the following non-classified student titles:

<u>CODE</u>	<u>TITLE</u>
0458	Teaching Assistant
0459	Teaching Associate
0460	Student Assistant
0461	Graduate Assistant
0454	Psychology Resident

The appropriate use of these student employee job titles should be coordinated through the respective deans' offices. These titles do not appear in the *Classified Employee Pay & Job Description Plan* of the Health Science Center and are considered non-classified. Job posting requirements are waived for these job titles.

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**Job Titles for Non-Health Science Center Students**

Students enrolled at least half time in high school, two (2) year college, or four (4) year college or university are restricted to the following job classification only:

<u>CODE</u>	<u>TITLE</u>
0462	Student Associate

This title does not appear in the *Classified Employee Pay & Job Description Plan* of the Health Science Center and is considered non-classified. Job posting requirements are waived for this job title.

**Student Hiring Procedures**

The following procedures apply to the hiring of Health Science Center and non-Health Science Center student employees:

1. Department selects a student candidate for a student employee position. NOTE: If the student is age 16 or 17, the [Hazard Assessment Request for Minors in the Workplace](#) form must be completed and approved by the Environmental Health and Safety Office prior to the student's employment start date. Refer to the *Handbook of Operating Procedures (HOP)*, [Section 8.11.1](#), "Minors in the Workplace – Safety Considerations" for more information.
2. Department funds the position in PeopleSoft and submits the following documents to Human Resources (via fax or campus mail):
  - [Selection of Student Employee](#) form
  - [Authorization for Security Background and Sanction Check](#) form (refer to the HOP, [Section 4.4.1](#), "Criminal Background Checks for Security Sensitive Positions", for more information)
  - [Hazard Assessment Request for Minors in the Workplace](#) form (if student is age 16 or 17) with the approval signature from the Environmental Health and Safety Office

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- Proof (receipt) of application of social security number from the Social Security Office (for international students).
3. Human Resources will coordinate the appropriate background checks with University Police. Upon completion of background checks, Human Resources sends an e-mail to advise the hiring department to notify the student of employment confirmation.
  4. Department confirms appointment with the student and instructs the student to report to Human Resources on the first day of employment.
  5. Human Resources enters the new student employee data in PeopleSoft.
  6. On the first day of new employee processing, the student employee will report to Human Resources and complete required employment and benefits paperwork (if applicable). For international students, student employees will be instructed by Human Resources to visit the Payroll Services Office for additional processing.

**General Provisions**

The following provisions apply to the student hiring process:

1. Student employees will be selected and hired by the hiring department in accordance with this policy. Student status at the Health Science Center or other educational institution is a requirement for employment in student employee job titles. Human Resources may request verification of student status on an ad hoc basis.
2. The Health Science Center nepotism policies will apply to student employment.
3. Student employees may be eligible for The University of Texas employee benefit and insurance program provided they meet the benefits eligibility criteria. However, in no case will student employees be eligible for any leave entitlements (sick, vacation, personal and holiday leave).

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4. Student employee service will count towards State service credits.
  5. Student employee compensation may be subject to review and approval of the respective Dean's Office. Human Resources will monitor salary and wage levels to ensure equity and consistency.
  6. Student employees do not have a probationary employment period. They may be terminated for cause related to work performance, work behavior, violation of institutional policies, or failure to provide proof of student status. Departments may terminate student employees by verbal or written notification. Terminated student employees cannot appeal their involuntary termination.
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