

## STUDENT EMPLOYEES

### Policy Statement

It is the policy of the University of Texas Health Science Center at San Antonio that individuals appointed as Student Employees abide by policies established by the institution. Student Employees are subject to the rules and regulations of the Board of Nursing, the university, and school in which they hold employment. In performance of their duties, they must abide by and adhere to the academic and instructional criteria and policies established.

### Student Employees

Student Employees are current or graduate students who assist academic faculty with the delivery of nursing courses, assist research faculty with sponsored projects, or can be assigned to help in other roles within the School of Nursing. Student Employees work under the supervision of the course instructor, staff leader or principal investigator of record and are subject to established Health Science Center policies on student academic employment. In accordance with HOP policy 4.3.5, Student Employees **MUST** be currently enrolled in an institution of higher education and will be appointed to one of the approved job codes.

0458	Teaching Assistant
0459	Teaching Associate
0460	Student Assistant
0461	Graduate Assistant
0447	Graduate Research Assistant

\*0462 Student Associate is used for 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

### Duties of Student Employees

Services provided by Student Employees include, but are not limited to: student practice sessions, discussion sessions, evaluation of students' work, performing clinical and clerical tasks associated with course instruction, and serve primarily as direct faculty assistant in the clinical setting. The Dean of the School of Nursing, in consultation with the Associate Dean for the program in which the Student Employees are employed, shall set the basic workload policy for Student Employees and communicate it to the faculty.

### Supervision and Instruction of Student Employees

#### Prior to / At the time of application

1. A valid position number and funding needs to be available before starting the hiring process. **It is also the Supervisor's responsibility to ensure the student only holds one position at HSC.**
2. The Student employee may not work until he/she are fully on-boarded and employed.
3. Once the Supervisor has a valid position number, funding and has validated the student only has one HSC job, an "Intent to hire" form is completed. A new hire requires a "Criminal Background Check" and an "Intent to Hire" a transfer just requires an "Intent to Hire". Student Employees do not need an offer letter. Its ok to do an offer letter...but its not necessary. The "Intent to Hire" must be complete when it is turned in:

- a. The position number must be put on this form.
- b. Students are generally .49% FTE. 50% FTE = benefits
- c. The Job title and job code are based on the position number. See the attached HOP for student job titles and job codes. **\*\*\*students from other universities must be job code 0462 and provide proof of enrollment...no exceptions....see the HOP policy**
- d. Students are generally in the N24 Pay group unless they are over 50% and then they will be SAL.
- e. Rate of pay is entered on the form as hourly/annual – example = \$15/\$31,200.00.
- f. In the Dept comments block enter the PID that will fund the position.
- g. The start date is always two weeks after the completed form is submitted with a valid position number.
- h. The form is signed by Executive team member, Office leader or supervisor

4. Once a completed, the “Intent to Hire” form and Criminal Background Check (CBC) are submitted to the Business office. The supervisor will then direct the student to HR to complete new hire paperwork. If the student does not show up at HR within 72 Hours of their start date they are terminated.

Students can go to HR early but not late. Student employees cannot start work until they are completely on-boarded. It is the supervisor’s responsibility to ensure the student employee contacts HR to complete the verification documentation.

### **During Employment**

1. The Supervisor is responsible for the students’ general supervision such as timecard, E-mail account, required training, and work schedule.
2. Potential pay raises should not be discussed with the Student Employee – as an employee all pay raises require approval from CFO or the President.
3. The supervisor is responsible for all University property “signed” out to the student.
4. All Student Employees will be under direct assigned supervision of a staff or regular faculty member and/or course instructor. The supervising faculty shall provide feedback of the teaching assistant’s performance at the end of each semester

### **Post Employment**

1. Once a student graduates or terminates employment it is Supervisor’s responsibility to notify the business office so that termination actions can be accomplished. In the event of termination, it is Supervisor’s responsibility to retrieve any keys or University property or terminate any access.
2. The student’s point of contact will be the supervisor while they are employed.

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