



Policy Chapter: Chapter 5 Human Resources

Policy Number and Title: 05.025 Employment of Students for Hourly Positions

I. Policy Statement

The University of North Texas Career Center shall administer an Hourly Student Employee program that provides eligible students the opportunity to earn money to help pay education expenses and that complies with federal and state laws, as well as applicable UNT policies.

II. Application of Policy

Hourly Student Employees

III. Policy Definitions

A. Activities

“Activities,” in this policy, means all functions, events, and programs on UNT campus premises.

B. College Work-Study Position

“College Work-Study Position,” in this policy, means a position funded in whole or in part by federal, state, or institutional funds awarded to a student based on financial need and that requires the student to be currently enrolled a minimum of half-time at the University of North Texas during the time of employment. College Work-Study Positions are temporary; work no more than twenty-five (25) hours per week and not exceeding the amount of federal, state, or institutional college work-study funding awarded to the student through Student Financial Aid and Scholarships. These positions do not include salaried graduate student employees or positions posted and recruited through Human Resources or Academic Resources.

C. College Work-Study Student

“College Work-Study Student” and “CWS,” in this policy, mean a UNT student employed in a position funded in whole or in part by federal, state, or institutional funds awarded to a student based on financial need and that requires the student to be currently enrolled a minimum of half-time at the University of North Texas during the time of employment.

D. Hiring Manager

“Hiring Manager,” in this policy, means a UNT administrator who supervises one or more Hourly Student Employees

E. Hourly Student Employee

“Hourly Student Employee,” in this policy, means a UNT student employed in a temporary position and paid on an hourly basis. Hourly Student Employees include College Work-Study and Undergraduate/Graduate Research Assistants. An Hourly Student Employee may not be a current staff or faculty member of UNT.

F. Security-sensitive position

“Security Sensitive Position,” in this policy, means any position where the employee is required to handle currency on behalf of the University, work in a location designated as security sensitive, is required to live on-campus as a condition of employment, has access to the University computer system, has access to the personal information of another person, has access to financial information, or has access to a master key, or is designated by the University as security-sensitive. All positions with direct interaction with students are considered security-sensitive areas for purposes of this policy.

G. Undergraduate/Graduate Research Assistants

“Undergraduate/Graduate Research Assistants,” in this policy, means students who are employed on an hourly basis performing research activities related to their field of academic study, generally under the direction of a principal investigator, faculty, or staff member.

IV. Policy Responsibilities

A. Terms of Employment

1. At-Will Employment

At-Will employment applies to Hourly Student Employees; it is an employment relationship of indefinite duration that may be terminated by either party, at any time, without cause or for any reason except one that is unlawful.

2. Rate of Pay

- a. Hourly Student Employees must be paid at least minimum wage, but may receive a higher wage depending on qualifications.
- b. Hiring Managers must attach a justification in the form of a comment, email, or letter to applicant’s electronic Personnel Action Request (ePAR) for pay over \$20.00 per hour.

3. Hour and Scheduling Limitations

- a. An Hourly Student Employee may not work more than a total of twenty-five (25) hours per week, regardless of the number of positions held on campus at one time.
- b. An Hourly Student Employee may work up to forty (40) hours per week when classes are not in session between Fall and Spring (including winter session) semesters, between Summer and Fall, and the week of Spring Break, provided funding is available.
- c. Hiring managers must ensure Hourly Student Employees do not exceed the hour limitations established in the terms of this policy.
- d. Hiring Managers must not schedule or allow Hourly Student Employees to work during hours in which they are scheduled to be in class, including times when a class has been cancelled.

4. Exceptions to Hourly Limitations
 - a. International students are subject to the terms and conditions of their visa/work authorization status and may not work more than a total of twenty (20) hours per week except as authorized by UNT Policy 05.010.
 - b. Hourly Graduate Research Assistants may not work more than nineteen (19) hours per week.
 - c. An Hourly Student Employee (excluding College Work-Study, Hourly International, and Hourly Graduate Research Assistant employees) may work more than 25 hours, but not more than 40 hours per week when necessary to safely staff student-related Activities, and the duration of the Activity is 24 or more consecutive hours. Hiring Managers must submit the exception request form to the Vice President responsible for the Activity during the open period of June 1st - July 31st each year. The Vice President will send any signed approval forms to the department and Career Center. Upon approval, the exception will be effective for the next fiscal year.
5. Benefits
 - a. Hourly Student Employees are not eligible for University benefits.
 - b. Hourly Student Employees are covered under the University's workers' compensation, automobile, and employee practices liability insurance programs.

B. Eligibility Requirements

1. Enrollment Requirements

Students must meet the following minimum requirements to be eligible for hourly student employment, except as otherwise set in out in section B below:

 - a. be enrolled in three (3) or more semester credit hours in the current semester or the long semester preceding the employ; and
 - b. maintain enrollment requirements throughout the student's employment.
2. Exceptions to Enrollment Requirements
 - a. An Hourly Student Employee enrolled in a spring semester may continue employment through the summer sessions without being enrolled in a summer term, unless specifically required to be enrolled as a condition of a grant-funded position.
 - b. A student who works during the summer sessions must resume enrollment in the fall to maintain eligibility for hourly student employment.
3. Verification of Enrollment
 - a. Students must provide the Hiring Manager a copy of their current class schedule

each semester they are enrolled before their first workday of the semester.

- b. Students may not voluntarily agree to work more hours than allowed under this policy or to work during the hours they are scheduled for a class.
- c. The Hiring Manager must verify the student's class schedule each semester before allowing the student to work, unless the student is eligible to work without being enrolled as set out in section B above.

C. Hiring Process

1. Job Postings and Selection

The Hiring Manager will post hourly student employment positions in the electronic recruitment system, screen and select qualified applicants, and notify the selected applicants of an employment offer via email.

2. Criminal History Checks

- a. All Hourly Student Employees, applicants who have received an offer of employment, and individuals in security-sensitive positions are subject to a criminal history background check in accordance with UNT Policy 05.006.
- b. The Career Center will notify the Hiring Manager of the completion of the criminal history background check.
- c. The Hiring Manager shall ensure that criminal history background checks on all applicants for Hourly Student employment are completed by the Career Center prior to the Hourly Student Employee's first date of employment.

3. Form I-9 Verification and ePARs

- a. The Career Center will confirm each student's eligibility to work as required by section II in this policy and ensure that Hourly Student Employees complete all new hire requirements as a condition of employment in accordance with UNT Policy 05.009, New Employee Requirements.
- b. The Hiring Manager will initiate an ePAR following receipt of the results of the criminal background check, and completion of new employee requirements.

D. Equal Opportunity

1. Student applicants will be considered for hourly student employment positions in accordance with their individual job-related qualifications, without regard to race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, family status, genetic information, citizenship, or veteran status.
2. Hiring Managers must notify the Human Resources Department when an Hourly Student Employee or job applicant requests an accommodation for a disability.
3. Human Resources will coordinate and evaluate disability accommodation requests for

Hourly Student Employees.

E. Grievances

1. Grievances filed by an Hourly Student Employee must be filed in accordance with UNT Policy 05.042, Grievance.
2. Hourly Student Employees who believe they have been subjected to discrimination, harassment, or retaliation should immediately report the incident to the UNT Office of Equal Opportunity in accordance with UNT Policy 16.004, Prohibition of Discrimination, Harassment, and Retaliation. Students may also report such conduct to the Office of the Dean of Students.

F. Training

1. Hiring Managers must attend mandatory training at least once every two (2) years. The Career Center will facilitate these training sessions every semester. Training will include, but is not limited to, UNT policies on ethics, FERPA, nondiscrimination and sexual harassment, sexual assault, applicable employee-related insurance programs, and all other policies referenced in this policy. Training also will cover the hiring, training, and discipline of Hourly Student Employees.
2. Hourly Student Employees must attend Hourly Student Employment Orientation within the first 30 days of employment. The Career Center will facilitate orientation sessions every month. Training will include, but is not limited to, UNT policies on ethics, FERPA, nondiscrimination and sexual harassment, sexual assault, applicable employee-related insurance programs, and all other policies referenced in this policy.
3. Hiring Managers and Hourly Student employees are encouraged to participate in developmental trainings programs offered by the Career Center for Hourly Student Employees.

G. Records Retention

The Hiring Managers will retain all employment documents related to Hourly Student Employees as prescribed under UNT Policy 04.008, Records Management and Retention.

H. Compliance

1. The Career Center is authorized to audit Hourly Student Employee records to ensure compliance with this policy and applicable federal and state laws.
2. Hiring Managers are required to retain Hourly Student Employees' class schedules and notification of employment offers, and to provide these records to the Career Center upon request.
3. Any Hiring Manager who fails to comply with any provision of this policy is subject to disciplinary action, up to and including termination as outlined in UNT policies 05.033 and 06.025.

V. References and Cross-References

- [UNT Policy 04.008, Records Management and Retention](#)
- [UNT Policy 05.001, Student Employment College Work-Study](#)
- [UNT policy 05.006, Criminal History Background Checks](#)
- [UNT Policy 05.009, New Employee Requirements](#)
- [UNT Policy 05.011, Employment of Individuals with Disabilities and Workplace Accommodations](#)
- [UNT Policy 05.015, Ethics](#)
- [UNT Policy 05.033, Staff Employee Discipline and Involuntary Termination](#)
- [UNT Policy 05.042, Grievance](#)
- [UNT Policy 16.004, Prohibition of Discrimination, Harassment, and Retaliation](#)
- [UNT Student Career Center](#)

VI. Revision History

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