



LAMAR UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Academic Affairs

MAPP 02.03.11

AREA: Students

Hourly Student Employment in Academic Units

I. POLICY

- A. Lamar University's academic units offer hourly student employment that supports professional development and provides workplace training and experience. Lamar University and the Division of Academic Affairs regard student employees as valued members of the campus workforce who contribute to the University's mission.
- B. Hourly student workers shall enjoy the same federal and State protections from discrimination as all other Lamar University employees and students.

II. PURPOSE AND SCOPE

- A. This policy falls under the authority of all applicable federal, State, and Texas State University System (TSUS) statutes, rules, and regulations, including, but not limited to, the TSUS Rules and Regulations; Texas Education Code, Title 3, Higher Education; and Texas Administrative Code, Title 19, Education.
- B. This policy addresses Lamar University students who are hired to work in hourly positions in academic units under the Division of Academic Affairs. In the event of a conflict between this policy and Lamar University's Human Resources policies, the TSUS Rules and Regulations, or the federal or State Code, the higher authorities will prevail.

III. DEFINITIONS AND CATEGORIES OF STUDENT EMPLOYMENT

- A. **Academic Unit.** A department or office at Lamar University that is under the direction of and reports to the Division of Academic Affairs.
- B. **Student employment** is defined as a position for which student status at Lamar University is a condition of employment. The University recognizes the following categories or types of student employment in academic units:
 - 1. **Hourly Student Worker.** Hourly student workers may be undergraduate or graduate students, may serve in a variety of roles across campus, and are paid at an hourly rate.
 - a. When submitting an Electronic Personnel Action Form (EPAF) for an hourly student worker, be sure to select the "Hire - Student Assistant" approval category. For graduate

students working in hourly positions (for example, hourly summer positions), do *not* select one of the EPAF categories for graduate assistantships. Assistantships are salaried positions paid monthly and are governed by a separate Lamar University policy.

- b. It is important to note that the “Hire - Temporary Worker” EPAF approval category applies only to individuals who are not classified as students and is used for non-student appointments of fewer than 4.5 months to perform intermittent or short-duration work.
 - c. Questions concerning which EPAF category to select should be directed to the Office of Human Resources. EPAFs with incorrect categories will be rejected and returned to the submitter.
2. **Federal Work-Study Student Worker.** A student worker position funded by an award administered through the University’s Financial Aid Office and available to eligible students who demonstrate financial need and want to earn a portion of their education expenses.
3. **Texas Work-Study Student Worker.** A student worker position funded by an award administered through the University’s Financial Aid Office and available to eligible students who are Texas residents, demonstrate financial need, and want to earn a portion of their education expenses.
4. **Salaried Graduate Assistant.** Graduate assistants are graduate, degree-seeking students enrolled in an on-campus graduate degree program in the College of Graduate Studies during the term of their appointment. Graduate assistants support the University’s academic and research missions and are paid monthly. The University employs three (3) types of graduate assistants:
 - a. **Graduate Teaching Assistants (GTAs)** interact directly with students and assist faculty with instructional/curricular tasks.
 - b. **Graduate Research Assistants (GRAs)** assist faculty with research aligned with the graduate student’s studies or skills.
 - c. **Graduate Assistants Non-teaching (GANTs)** assist faculty and/or staff with non-instructional/non-curricular duties.

Note. This policy addresses hourly student workers in academic units. This policy does not address students who are awarded work-study funding or who hold salaried graduate assistantships.

IV. FUNDING FOR HOURLY STUDENT EMPLOYMENT

- A. Hourly student employment in the University’s academic units is dependent on available funding and is not guaranteed.
- B. Depending on the position, and if allowed under a funding source’s terms, hourly student employment may be funded through sources that include, but are not limited to, State Appropriations; student tuition and fees; federal or State work-study funds; revenue-generating

“auxiliary” units (e.g., Housing, Athletics); gifts and endowments; and external funds such as grants, contracts, and sponsored projects.

1. The University complies with any requirements, limitations, or restrictions that a source places on using its funds to employ hourly student workers. Noncompliance with a funding source’s requirements, limitations, or restrictions may lead to an hourly student position being terminated.
2. A hiring department or office must identify the funding source to cover an hourly student position before a student is hired.

V. ELIGIBILITY FOR HOURLY STUDENT EMPLOYMENT

- A. **Enrollment Requirements.** To be eligible for hourly student employment in the University’s academic units, an individual must hold student status at Lamar University and be in good academic and disciplinary standing. *(Note! Read all conditions and exceptions (Section V.B) for a complete understanding of the enrollment requirements for hourly student employment.)*
1. **Fall and Spring Semesters.** For employment during a fall or spring semester, a student must maintain enrollment in at least six (6) credit hours during the semester.
 2. **Summer Semester.** For summer employment, a student must be enrolled in at least three (3) credit hours during the summer, OR, if not enrolled in the summer, a student must be officially enrolled in at least six (6) credit hours for the upcoming fall semester.
 3. **Student Employment and Graduation.** Student status at Lamar University is required for hourly student employment. Thus, student employment must be terminated when a student graduates.
- B. **Conditions and Exceptions.** Students may receive an exception to the minimum enrollment requirements for hourly student employment in certain circumstances. Approval for exceptions is not guaranteed.
1. **Students Nearing End of Degree Plan.** At times, a student nearing graduation will not have enough credit hours remaining in his/her degree plan to meet the enrollment requirements for hourly student employment. Exceptions to minimum enrollment requirements may be made on a case-by-case basis for students who are nearing the end of their degree plan and wish to work in a student position. Students in this situation should contact their hiring department and/or faculty or staff supervisor to discuss requesting an exception. An exception must be approved by Academic Affairs before a student begins working.
 2. **Summer Employment If Student Is Not Enrolled in Summer Courses.** If a student wishes to work in the summer but is not enrolled in summer courses, official enrollment in at least six (6) credit hours for the upcoming fall semester confirms the continued student status required for summer employment. This provision does not require that all tuition and fees be

paid for fall courses, only that a student complete the enrollment process for the fall semester.

3. **Students Who Have Graduated.** A student worker who has graduated may continue working as a student employee if he/she is officially enrolled in at least six (6) credit hours for the upcoming fall or spring semester or, if the next semester is the summer, officially enrolled in at least three (3) credit hours for the upcoming summer semester.
4. **Students Between Degree Programs.** A student who is transitioning from a bachelor's degree to a graduate degree program or from a master's degree to a doctoral degree program may continue working as a student employee between graduation and the start of the next degree program if he/she is officially enrolled for the semester after graduation (i.e., enrolled in at least six (6) credit hours for the upcoming fall or spring semester or at least three (3) credit hours for the upcoming summer semester).
- C. Students who are placed on academic or disciplinary probation may not be permitted to hold an hourly student position until the academic probation is removed or disciplinary sanctions have been lifted. Students may contact the Division of Student Affairs to discuss student employment while on academic or disciplinary probation.
- D. It is the **hiring department or office's responsibility** to regularly monitor hourly student workers' class schedules to identify individuals who are no longer enrolled or who fall below the required number of credits for hourly student employment. If a department or office identifies a student/former student in this situation, the department or office must terminate this individual's student employment with the University.

VI. EMPLOYMENT OF INTERNATIONAL STUDENTS

- A. Hiring departments or offices that wish to employ international students as hourly student workers are strongly encouraged to contact the Office of Human Resources and the Office of International Student and Scholar Services for assistance. The hourly student position, work hours, duration, and other factors may affect an international student's Visa status and, thus, ability to remain in the United States.

VII. BENEFITS ELIGIBILITY

- A. Hourly student employees are considered temporary appointments and, as such, are not eligible for participation in the regular employee group insurance programs, leave accrual programs, retirement programs, holidays, or other benefits made available to regular employees of the University.

VIII. ALLOWABLE WORK HOURS AND DURATION

- A. A student may work up to 19.5 hours per week in an hourly student position. Student hourly positions that exceed these limits on work hours (19.5) will not be approved, and existing positions that go over these limits may be terminated.

- B. Students may hold more than one hourly student position at the University as long as the total or combined number of work hours across all positions does not exceed 19.5 hours per week. Students are not allowed to work multiple hourly positions that, when combined, exceed the limit of 19.5 hours per week. Students who exceed the 19.5 hours per week limit may have their position(s) terminated.
- C. **Work Hours during Summer and Breaks.** With approval and if funding is available, hourly student workers may work up to 40 hours per week during the summer and official University breaks (e.g., Spring Break, Winter Break). The hiring department or office must submit a written request for an hourly student worker to increase his/her work hours during summer/break to the Division Vice President or designee *before* a student begins working these hours. Requests for increased hours must identify a funding source and include a rationale for the increased hours. Noncompliance with this policy may lead to a student position being terminated.

Note. An individual cannot be appointed concurrently to a position that requires student status at Lamar University and to a position that does not require student status (e.g., regular staff or faculty position). In addition, a student cannot hold a position as an hourly student employee at the same time that he/she holds a monthly, salaried position (e.g., graduate assistantship) at the University. Noncompliance may lead to a student position being terminated.

IX. **WORKPLACE ACCOMMODATIONS**

- A. Accommodations received through the University's Accessibility Resource Center (ARC) apply only to education-related and not workplace accommodations.
- B. To request workplace accommodations, hourly student workers should contact the Office of Human Resources to begin the interactive process outlined in Human Resources policies.

X. **MANDATORY TRAINING FOR STUDENT HOURLY WORKERS**

- A. New hourly student workers are required to complete mandatory training through the Office of Human Resources. Students have 30 days from their hire date to finish all assigned training modules. Once completed, the training is valid for one (1) year, and the student will not need to retake training until the next annual cycle. Mandatory training does not need to be repeated for every new student job that a student holds; training must only be renewed annually.

XI. **ADDITIONAL REQUIREMENTS AND LIMITATIONS**

- A. **EPAF Requirement.** Students are *not* allowed to begin work as hourly student workers in academic units until an EPAF for a position has been completed, submitted, and approved. A position may be terminated if a student begins working before an EPAF has been approved and fully processed.
- B. **Employment Verification.** Under the Immigration Reform and Control Act of 1986, the University is required to verify a new hire's identity and eligibility to work in the United States before the

employee begins work at the University. Employees must complete a U.S. Department of Homeland Security Form I-9 through the Office of Human Resources. The University may verify both identity and eligibility to work by examining original documents from the acceptable documents listed within Form I-9.

- C. **Background Check.** Hourly student employees must undergo a background check before beginning work at the University. The hiring department or office will request a background check from the Office of Human Resources and must receive background check clearance before a student may begin work.

1. A background check does not need to be repeated for every new student position. However, if a student has not worked at Lamar University for longer than a semester break (excluding summers), he/she is treated as a new hire and must complete new hire paperwork, including a new background check, before beginning another student job.

- D. **Entering Work Hours/Timesheets.** The U.S. Department of Labor requires that an accurate record of hours worked must be maintained for each hourly employee. For this reason, hourly student workers must enter their work hours into the University's online system and submit these digital timesheets for approval to their supervisor every two weeks. The hiring department or office should instruct new hourly student workers on how to enter and submit their work hours within the first two (2) weeks of employment.

XII. REVIEW AND RESPONSIBILITY

Review Schedule: Every three years on or before the date the policy was last revised and/or approved.

Responsible Party: Academic Policy Advisory Council

XIII. APPROVAL

Provost and Vice President for Academic Affairs

Date

Lamar University President

Date

POLICY LOG

Version 1

04/07/2026

Policy draft completed.

04/07/2026 - 05/31/2026

Reviews by constituency groups completed.

10/14/2026

Revisions provided by constituency groups completed.

10/19/2026 – 11/17/2026

Review by campus community completed.

xx/xx/20xx

Policy approved by Lamar University President.

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