

College of Agriculture Policy and Procedure Manual

Section: 3. Students

Policy Name: Student Employment

Policy Number: 3.01

Date: February 2, 2017

Revised: August 14, 2019

Responsible Party: Faculty members

I. Purpose

This section outlines policy and procedures regarding the equitable, documented and safe employment of students in the College of Agriculture.

II. Policy

A. The college has Work-aid Coordinator; this individual is responsible for facilitating the work-aid policy in the college.

B. Student Work-Aid Request Procedure

1. A Student Work-Aid Request Form is submitted by the requesting faculty member to the Department Chair. Forms are to be signed by the student and the faculty member. To expedite the hiring process, it is important to verify the student's classification/pay rate before completing forms. If this information is incorrect (as presented in the University's Banner System) the forms will be returned to the initiator for correction, thus delaying the process.
2. Work-aid may only be requested for students seeking degrees or majoring in one of the programs offered in the College of Agriculture.
3. Following approval of the Department Chair, the forms are submitted to the Dean's office for verification of account number and availability of funds.
4. From the Dean's Office, the forms for undergraduate students move to the college Academic Coordinator, and for graduate students to the college Graduate Coordinator, for verification of the student's standing with the University, student's classification/progression, and the correct salary for classification/progression toward completion of program (see chart below).
5. To ensure that students employed are in good standing with the University, Request for Work-Aid Forms are to be completed for each semester (fall, spring, summer).
6. Allow a minimum of ten (10) work days between initiation of request form and start of work date for processing to be completed.
7. Regardless of the start date requested, students are not to begin work until the supervisor has confirmation/verification that the Request for Work-aid Form has been approved and processed by the department, the college, Academic Affairs and Human Resources. In addition, students may not begin laboratory activities until

they have received proper safety training as per the college Laboratory Safety policy. Students may be paid for the time spent taking safety training.

8. It is the supervising faculty member's responsibility to ensure that all students working under their supervision are properly authorized to work.
9. Work-aid compensation rates are determined by student assignment (*i.e.*, Dean's Scholars, High-Achievers, external grants) and class standing. Please see baseline rates below:

Undergraduate Students (High-Achievers, External Grants*)

Classification	Credit Hours	Maximum Work Hours/Week	Rate of Pay
Freshman	0 - 30 credit hours	20	\$9.00 per hour
Sophomore	31 - 60 credit hours	20	\$10.00 per hour
Junior	61 - 90 credit hours	20	\$10.50 per hour
Senior	> 90 credit hours	20	\$11.00 per hour

* Higher rates may be allowed for students paid by external grants with Dean's prior approval

Undergraduate Students (Dean's Scholars)

Classification	Credit Hours	Maximum Work Hours/Week	Rate of Pay
Freshman	0 - 30 credit hours	15	\$12.00 per hour
Sophomore	31 - 60 credit hours	15	\$13.00 per hour
Junior	61 - 90 credit hours	15	\$14.00 per hour
Senior	> 90 credit hours	15	\$15.00 per hour

Graduate Students

Graduate students may only receive Work Aid via external grant funding. Capacity funds may not be used to fund Work Aid for graduate students. Students pursuing a Master's Degree are eligible for Work Aid; PhD. students are not eligible for Work Aid. Rates are \$15.00 to \$16.00 per hour; actual rate is determined based on progression toward completion of program as specified in the Graduate Handbook. Higher rates may be allowed with Dean's prior permission.

C. Student Work Schedules and Documentation

1. Students must sign in and sign out of their work place daily. Supervisors will total daily hours to reflect a monthly total. Time should be reported in "regular time," *i.e.*, no military time. Special attention must be given to accuracy. Timesheets are subject to federal audit.
2. Deans' Scholar students are limited to 15 hours of work per week. All other students are limited to 20 hours per week. Students can only have one work-aid appointment per semester. Students cannot work during hours in which they have scheduled classes.
3. To ensure student safety, student workers are not permitted to work unsupervised. Additionally, students are not permitted to engage in laboratory activities until they

- have received applicable safety training as deemed necessary by the appropriate Departmental Safety Committee.
4. Students cannot be paid for hours they do not work. Students may not store hours to be paid at a later date, or report hours in advance to be worked at a later date. Students are paid by the hour, any time missed due to illness, university holiday/administrative closing, breaks/meals, or any other reason, is not to be paid or credited.
 5. No hours are to be reported for dates/times the university is closed, unless students are assigned to “extended-hours” areas, such as college labs and/or Agriculture Research and Extension Centers. If a student works during any of the aforementioned hours, supervisors are to designate their approval by initialing each day on the time sheet during which extended hours were worked.
 6. Students working more than 6 continuous hours must take at least one 30-minute break. This must be reflected on the timesheet. (Example: for a student to be paid for a single continuous seven hour work period, they must be at work for 7.5 hours, with a 0.5 hour break.) Students may not skip the mandated break in lieu of paid time.
 7. The pay period starts on the first day of the month and ends on the last day of the month. Students will be paid on the 15th day of the following month. (Example: for hours worked May 1-31, the student will be paid on June 15.)
 8. Students are to submit completed, signed timesheets to the supervising faculty member the first day of the month for the previous month worked. Timesheets are to be completed in ink. The supervisor verifies the time worked and submits the timesheets to the college work-aid coordinator by the third day of the month. Students are not to handle timesheets after they have been signed/verified by the supervising faculty member.
 9. The college work aid coordinator will submit the timesheets to the TSU Payroll Office no later than the 5th of each month. The coordinator should sign their name across the seal to ensure integrity of timesheets.
 10. Work-aid agreements may be terminated at any time at the discretion of the faculty supervisor or college work-aid coordinator. Termination may result from, but not limited to, falsification of records, unsatisfactory work performance or insubordination. Students and/or faculty members with an unsatisfactory work-aid relationship are encouraged to consult with college work-aid coordinator prior to initiation of termination proceedings.

III. Further Information

College Work-aid Coordinator