

**Policy Title: Student Employment**

**Policy Number: BU-PP 121**

**Date Issued: Updated January 15, 2007**

**Responsible Executive: Vice President & Chief  
Human Resources Officer**

**Date Last Revised: June 25, 2024**

**Responsible Office: Human Resources**

## **Student Employment BU-PP 121**

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### **Policy Statement**

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Baylor University (the “University”) provides employment opportunities for students on a limited basis. It is the University’s policy and practice to adhere to applicable employment laws, policies, and procedures for all student employees including those in the Federal Work-Study Program.

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### **Reason for the Policy**

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Students attend Baylor University to obtain an education and as such, their academic pursuits are of utmost importance and should remain a priority. Students also grow while at Baylor in life-skills while outside of the classroom, such as time management and employment skills. Many students benefit from the opportunity to gain financial resources that being an employee at Baylor can provide. Thus, Baylor supports student employment in a way designed to help students grow as whole persons inside and outside of the classroom. This Policy provides students with details regarding student employment eligibility and standards. The policy also provides supervisors the necessary guidelines and contacts to support their student employment opportunities.

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### **Individuals/Entities Affected by this Policy**

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Undergraduate Students  
International Students  
Graduate Students (Non-Teaching and Non-Research)

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### **Exclusions**

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Staff and Faculty, to include those taking courses at Baylor  
Graduate Assistants

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## Related Documents and Forms

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### University Policies and Documents

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[Student Employment website](#)  
[Sexual and Interpersonal Misconduct Policy](#)  
[Standards of Personal Conduct](#)  
[Code of Ethics](#)  
[Technology Usage Policy](#)  
[Employee Personal Information](#)  
[Baylor Civil Rights Policy](#)  
[Handling of Confidential Information](#)  
[Policy Statement on Alcohol and Other Drugs](#)  
[Sexual Conduct Policy](#)  
[Nepotism](#)  
[Policy on Romantic and / or Sexual Conduct with Students and Supervisees](#)  
[Whistleblower Policy](#)  
[Use of Copyrighted Material](#)  
[Tobacco-Free and Smoke-Free Campus](#)  
[Export, Import and Sanction Compliance](#)  
[Alternate Work Location](#)  
[Violence in the Workplace](#)  
[Overtime Pay](#)  
[Unemployment Compensation](#)  
[Americans with Disabilities Act \(ADA\) and Pregnant Workers Fairness Act \(PWFA\)](#)  
[Lactation Accommodation](#)  
[Workers' Compensation Insurance](#)  
[Return to Work/Fitness for Duty Policy](#)  
[Outside Activities and Interests Policy](#)  
[Work Hours and Schedules](#)  
[Staff and Student Employee Grievances](#)  
[Additional Student Work Hours Request Form](#)

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### Contacts

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Subject	Contact	Telephone	Office email/web site
<b>Policy Questions</b>	Human Resources	254-710-2000	<a href="https://hr.web.baylor.edu">https://hr.web.baylor.edu</a> ; <a href="mailto:askHR@baylor.edu">askHR@baylor.edu</a>
<b>Student Employment Questions</b>	Student Employment	254-710-4100	<a href="https://studentemployment.web.baylor.edu">https://studentemployment.web.baylor.edu</a> ; <a href="mailto:Student_Employment@baylor.edu">Student_Employment@baylor.edu</a>
<b>Eligibility Questions</b>	Student Financial Aid	254-710-2611	<a href="https://onestop.web.baylor.edu/contact-us">https://onestop.web.baylor.edu/contact-us</a>

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### Principles

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A student employee (or “student worker”) is a part-time employee who is concurrently enrolled at Baylor University. Student employment is interim or temporary in nature and

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is incidental to the pursuit of the student's education. Students are at-will employees. There is no guarantee of employment, implied or otherwise.

The University expects that students will work no more than 20 hours in most weeks. Supervisors of student employees should keep in mind that a student's primary objective at the University is academic. Supervisors should not schedule students to work an amount of hours, or during certain times, that would reasonably be expected to lead to a detriment to their coursework.

Student employees may be eligible for a Federal Work-Study (FWS) award as part of their financial aid package, but student employees are not required to be work-study eligible. Students should contact Baylor Financial Aid office for more information. In general, students are not permitted to work in FWS positions during scheduled class times. Exceptions are permitted if class is cancelled, if the instructor has excused the student from attending for a particular day, and if the student is receiving credit for employment in an internship, externship, or community work-study experience. Any such exemptions must be documented and maintained in records.

This Policy is subject to change in the sole discretion of the University, with or without notice. Nothing in this Policy is contractual, either expressly or impliedly. Where this Policy conflicts with another policy which is specific to the subject matter, the other more specific policy controls.

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### **Who is Eligible to be a Student Employee**

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To be a student employee, an individual's primary relationship with the institution must be educational, and the student's working relationship must be obtained as a result of or in conjunction with his or her studies.

Student employees must be currently enrolled at Baylor University and regularly attending class, as determined by the Office of the Registrar. Non-degree seeking students who are enrolled for course credit at Baylor University as participants in study abroad or global gateway programs may be eligible to work as student employees.

Individuals who do not meet these criteria are not student employees. For example, the following are not eligible to be student employees: Incoming students who have not yet begun classes, former or graduated students, expelled students, non-degree seeking students other than those identified above; and individuals who are only taking Continuing Education courses.

Suspended students may not be student employees during the period of suspension.

Student-Athletes may be student employees outside of the context of their participation in their intercollegiate sport. They are not student employees as intercollegiate athletes.

Termination of student-status automatically terminates student-employment.

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### **Working During Non-Enrollment**

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If a student has been enrolled during the previous Spring term and is registered for the following Fall term, the student may work as a student employee during Summer terms. Likewise, a student who has completed a Fall term and who is registered for Spring term may work between terms. During these class break-times, undergraduate students may work a maximum of 40 hours per week.

Working any hours beyond a student's approved weekly work hours during non-enrollment periods requires supervisor approval and is dependent upon department funds available and needs. Any additional hours worked during non-enrollment time periods do not require a submission of the Additional Student Work Hours Request Form.

Graduate students, however, are still required to get approval from their Graduate Program Director and the Graduate Dean in order to work more than 20 hours per week, even during periods of non-enrollment.

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### **Student Employee Standards**

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Student employees must comply with all applicable laws, regulations, and policies. This Policy provides a list of many applicable policies. However, the list is not exhaustive. Student employees are expected to comply with additional guidance provided by their supervisor and other Baylor employees.

Student employees are expected to perform their job in a professional manner. This includes a full range of employment behavior, including without limitation: complying with onboarding requirements such as timely submission of the I-9; being at work at the time and place required; remaining at work during assigned hours; behaving in a courteous, civil manner; dressing appropriately for the workplace; performing their assigned duties well. Student employees must maintain confidentiality regarding information in the workplace.

A student employee must notify the supervisor in advance if the employee will not be at work during his/her scheduled shift. A student employee who wishes to resign must give the supervisor written notice in advance of the last day of employment.

Supervisors should hold students to professional workplace standards, while understanding that this may be the first job some students have held. Supervisors should work to develop and train the students into productive and positive employees. Under some situations, supervisors may need to terminate a student employee without the opportunity for progressive discipline.

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## **Reporting Relationship**

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Students are prohibited from being directly or indirectly supervised by relatives.

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## **Where Students Can Work**

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All undergraduate student employees will work in-person on their campus. Undergraduate students may not work at a remote or alternate work location without approval of the Chief Human Resource Officer or her designee.

Graduate students may not work remotely unless or until the supervisor and student have complied with the requirements of the Alternate Workplace policy.

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## **When Students Can Work**

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Undergraduate and graduate students may work up to 20 hours per week. Requests by supervisors for students to work more than 20 hours per week will be reviewed on a case-by-case basis.

A supervisor may request approval for a student to work more than 20 hours but less than 30 hours per week by submitting an [Additional Student Work Hours Request Form](#) to Baylor's Student Employment Office, which will review the request, consult with others as appropriate, and may approve, deny, or grant in part.

Students may not work in student employment positions during their scheduled class times. Exceptions are permitted if an individual class is cancelled, if the instructor has excused the student from attending for a particular day, and if the student is receiving credit for employment in an internship, externship, or community work-study experience. Any such exemptions must be documented either written or electronically by the direct supervisor.

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## **Additional Student Work Hours Requests**

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Prior to requesting approval for an undergraduate student or students to work more than 20 hours but less than 30 hours a week, a supervisor with the Chair/Department leader should consider alternative staffing options (e.g., use of current staff, temps). Supervisors of undergraduate students who wish to request additional work hours must submit a completed Additional Student Work Hours Request Form to the Student Employment Office at [Student\\_Employment@baylor.edu](mailto:Student_Employment@baylor.edu). Requests are reviewed by Financial Aid and Student Employment Office. Approvals are based on multiple factors including the business need for the additional work hours, the student's academic standing, and current student classification.

Supervisors of graduate students must obtain written approval for additional work hours from the student's Graduate Program Director and the Graduate Dean or designee.

Requests for additional work hours will be reviewed on a term-by-term basis and prior requests for additional work hours will be considered. If the student's academic performance declines, the approved additional hours may be reduced or approval to work withdrawn entirely. Such decisions will be communicated to the student and supervisor accordingly by Financial Aid and Student Employment.

**Under no circumstance will a student be approved to work in excess of 29 hours per week during periods of enrollments due to Affordable Care Act ("ACA") requirements.**

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### **Recording Time Worked**

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Based on the federal requirements specified in the Fair Labor Standards Act ("FLSA"), student employees must accurately record **all** actual hours worked on timecards in the pay period when the work occurs, regardless of the hour limits established within this policy.

Student employees must never alter, falsify, or misstate the hours they have worked in any student employment position during each week worked.

Hours worked in pay periods may not be averaged. For example, a supervisor may not ask a student to work 30 hours in week one and 10 hours in week two and report hours worked as 20 hours in week one and 20 hours in week two.

Supervisors must comply with this policy and ensure student work time is recorded properly.

Failure to comply with legal and policy requirements may result in discipline up to and including termination.

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### **Student Employment Wage Rates**

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Student employment position wages typically start at federal minimum wage and increase based on the skill set needed, experience required, and complexity of work to be performed. Each position has a pay rate assigned that is determined by the department and reviewed by the Student Employment Office to ensure it is equitable with similar student employment opportunities across the University.

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### **International Students**

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To be a student employee, an international student must have a valid immigration status that provides work authorization.

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International students authorized to work may not do so for more than 20 hours weekly during the academic year due to Visa restrictions. International students may work a maximum of 40 hours per week during non-enrollment time periods.

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### **Graduate Students (Non-Teaching and Non-Research)**

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Graduate students may work up to 20 hours per week. Exceptions to graduate student weekly hours should follow the same process as stated above in “Additional Student Work Hours Requests” and will include additional review and approval from the student’s Graduate Program Director (GPD) and the Graduate School Dean. The GPD and Dean (or designee) may approve up to **29 hours per week**. Due to Affordable Care Act (ACA) requirements, any business need to authorize more than 29 hours a week must be reviewed and approved by the Student Employment Office in Human Resources. This additional requirement is to ensure compliance with the ACA.

Graduate students may be considered for full-time employment under the following circumstances:

- Pursuing graduate work at another institution and not receiving financial aid from Baylor;
- Completing thesis or dissertation work only; or
- Completing graduate work at Baylor and is NOT receiving any financial aid from Baylor

Please see the Graduate School Catalog for additional information on Graduate Assistant positions.

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### **Unemployment Compensation and Workers Compensation**

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Student employees are not entitled to Unemployment Compensation under the Texas Unemployment Compensation Act because the Texas law does not classify students who are enrolled and regularly attending classes at a college or university as having ‘employment’ for the purposes of those benefits.

Student employees are covered by Workers Compensation in accordance with Baylor’s Workers Compensation policy.