

## **Hiring of Student Workers Guidelines**

Dean's Office – College of Education and Human Development

Effective September 1, 2017

### **Hiring Approval Budget**

- 1) Request hiring approval/reappointment through myCEHD and Unit Budget Head (<http://mycehd.tamu.edu/payroll-action-request-form/>)
- 2) Business Office will review and confirm if position/reappointment is approved
- 3) After hire/reappointment is made, resubmit request through myCEHD for payroll processing (<http://mycehd.tamu.edu/payroll-action-request-form/>)
  - Sample offer letter (attached word document)
  - Sample reappointment letter (attached word document)

### **Student Worker Pay Scale**

Title	Pay Rate	Skill Sets Required
Student Assistant 1	\$7.25	0
Student Assistant 2	\$8.25	1,2
Student Assistant 3	\$9.00	4
Student Technician	\$7.25-\$9.50	5
Student Intern	\$9.50-\$11.00	5

- May give a \$.50 merit raise after 1 year of employment but must have documentation (i.e. current evaluation on file)
- Evaluations should be done every year for length of employment

### **Supervisor Resources**

Supervisor's Manual through the Student Employment Office

- 1) <https://jobsforaggies.tamu.edu/FormsFolder/SupervisorManual.aspx>
  - This includes information on expectations, statement of understanding, policies, training tips, performance reviews, disciplinary actions, etc.