

## Maximum Work Hours and Multiple Jobs

According to University policy, all student employees are to be employed on a part-time basis and cannot result in the displacement of a Civil Service or other full-time Faculty/Staff position. The following maximum work hours and multiple job restrictions were established to comply with University policy, the United States Citizenship and Immigration Services and Internal Revenue Service regulations.

**Student Employment Services monitor maximum work hours and will notify you and your employer if you exceed the maximum number of hours you are allowed to work.**

**If you are employed in more than one student employment position, the hours worked in all of your student employment jobs cannot exceed the total hours set forth below.**

**\*Break periods are defined as a duration of 5 days or more.**

### U.S. Citizens and Permanent Residents

	Fall and Spring Semesters (school is in session)	Summer Semester (school is in session) and Interession and *break periods (school is not in session)
Employed only in the student employment program	20 hours per week	37.5 hours per week
Employed in the student employment program and as an <b><u>undergraduate assistant</u></b> on a 25% basis (10 hrs/wk)	10 hours per week	27.5 hours per week
Employed in the student employment program and as an <b><u>undergraduate assistant</u></b> on a 37.5% basis (15 hrs/wk)	5 hours per week	22.5 hours per week
Employed as an <b><u>undergraduate assistant</u></b> on a 50% basis (20hrs/wk)	Not eligible to be employed in the Student Employment Program	17.5 hours per week
Employed in the student employment program and as a <b><u>graduate assistant</u></b> on a 25% basis (10 hrs/wk)	10 hours per week	10 hours per week (in session) 27.5 hours per week (not in session)
Employed as a <b><u>graduate assistant</u></b> on a <u>greater than a 25%</u> basis	Not eligible to be employed in the Student Employment Program <u>without a letter of exception from the Graduate School</u>	Not eligible to be employed in the Student Employment Program <u>without a letter of exception from the Graduate School</u> 17.5 hours per week (not in session)
Employed as a <b><u>housing resident assistant</u></b> on a 37.5% basis (15 hrs/wk)	Not eligible to be employed in the Student Employment Program	5 hours per week (in session) 22.5 hours per week(not in session)
Employed as a <b><u>academic peer advocate</u></b> on a 25% basis (10 hrs/wk)	Not eligible to be employed in the Student Employment Program	10 hours per week (in session) 27.5 hours per week (not in session)
Employed in the student employment program and as <b><u>faculty/staff or civil service (including extra-help)</u></b>	Not eligible to be employed in the Student Employment Program <u>without a letter of exception from Student Employment Services</u>	Not eligible to be employed in the Student Employment Program <u>without a letter of exception from Student Employment Services</u>

## International Students

	<b>Fall and Spring Semesters (school is in session)</b>	<b>Summer Semester (school is in session) and Interession and *break periods (school is not in session)</b>
Employed only in the student employment program.	<b>20</b> hours per week	<b>20</b> hours per week (in session) <b>37.5</b> hours per week (not in session)
Employed in the student employment program and as an <b><u>undergraduate assistant</u></b> on a 25% basis (10 hrs/wk)	<b>10</b> hours per week	<b>10</b> hours per week (in session) <b>27.5</b> hours per week (not in session)
Employed in the student employment program and as an <b><u>undergraduate assistant</u></b> on a 37.5% basis (15 hrs/wk)	<b>5</b> hours per week	<b>5</b> hours per week (in session) <b>22.5</b> hours per week (not in session)
Employed as an <b><u>undergraduate assistant</u></b> on a 50% basis (20 hrs/wk)	Not eligible to be employed in the student employment program	<b>0</b> hours per week (in session) <b>17.5</b> hours per week (not in session)
Employed in the student employment program and as a <b><u>graduate assistant</u></b> on a 25% basis (10 hrs/wk)	<b>10</b> hours per week	<b>10</b> hours per week (in session) <b>27.5</b> hours per week (not in session)
Employed as a <b><u>graduate assistant</u></b> on a <u>greater than</u> 25% basis	Not eligible to be employed in the student employment program	<b>0</b> hours per week (in session) <b>17.5</b> hours per week (not in session)
Employed as a <b><u>housing resident assistant</u></b> on a 37.5% basis (15 hrs/wk)	Not eligible to be employed in the student employment program	<b>5</b> hours per week (in session) <b>22.5</b> hours per week (not in session)
Employed as a <b><u>academic peer advocate</u></b> on a 25% basis (10 hr/wk)	Not eligible to be employed in the student employment program	<b>10</b> hours per week (in session) <b>27.5</b> hours per week (not in session)
Employed in the student employment program and as <b><u>faculty/staff or civil service (including extra-help)</u></b>	Not eligible to be employed in the student employment program	Not eligible to be employed in the student employment program

**The first time you exceed the number of hours you are allowed to work you will receive a warning notice; the second time you exceed the number of hours you are allowed to work you will receive a termination notice.**

If you believe the hours reported are incorrect, please contact your employer. Your employer must verify that your hours were reported incorrectly and provide documentation via e-mail to Student Employment Services.

U.S. citizens and permanent residents will need to contact Student Employment Services regarding re-eligibility for student employment due to termination for maximum hour's violation. International students will need to contact International Student and Scholars Office regarding the process to apply for reinstatement with the United States Citizenship and Immigration Services.