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Student employment should not interfere with your academic goals. It is highly recommended that student employees only work between 10 and 20 hours per week. Students and their employers should have a reasonable schedule compatible with the student's class schedule.

- International students may not work more than 20 hours per week during fall and spring semesters when classes are in session; this amount includes all other authorized employment. International students may work more than 20 hours per week during official University breaks only (Winter, Spring and Summer).

Winter/ Spring/ Summer Breaks

All students may work up to 40 hours per week when classes are not in session (i.e. Winter, Spring and Summer).

Holidays/ Vacation/ Sick/ Jury Leave

Student employees are not benefit eligible so they are not eligible for paid holiday, vacation, jury or sick leave. Students are paid on an hourly basis for time worked. If a student works on a holiday, they are to be paid their standard regular hourly wage/salary.

Overtime

Any student working more than 8 hours in one day, or 40 hours in a week, should be compensated at time and a half their regular hourly rate for the number of hours in pay status in

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excess of the 8 hours in one day, or 40 hours in a week work schedule. These hours should be reported as "Overtime" in the Payroll screens. Students who have more than one student employment appointment will also be automatically paid the overtime rate if the total of weekly student employment hours worked or percentage appointment and number of student employment hours worked is more than 40 hours. Overtime is charged to the employing departments based on a percentage of time worked in that department. Departments should monitor whether a students have other appointments on campus and coordinate scheduling with the student and the other department(s).