

### Student Assistant Work Schedule 28 Hour Limit

In accordance with Finance & Operations Human Resources Policy (ER-3) Work Schedules & Employee Compensation, hourly student employees may work 28 hours per workweek or less. The official workweek is from Sunday 12:01 a.m. until Saturday 12:00 midnight. Supervisors are advised to closely monitor hours worked by hourly student employees, especially those working in multiple departments. The 28-hour limit applies cumulatively to all hourly student positions held by each student employee. Student employees must submit time worked on a daily basis, to assist with monitoring the hours worked.

If an hourly student employee's workload exceeds 28 hours three times within an academic long semester, summer long semester, or over two short summer semesters, the worker's employment will be terminated unless the department converts the individual to a regular, benefits-eligible, TRS employment.

Federal law 8CFR214.2(f) limits international student employees to 20 hours per week while classes are in session (fall and spring semesters).