



## Twenty Hour Rule Agreement

### Policy

#### **Total Maximum Weekly Hours**

Student employees, including International Students, are not permitted to work more than **20 hours** per week during the academic year and no more than 40 hours per week during the summer and semester breaks. These hour restrictions must be followed regardless of the number of on-campus jobs held by the student.

#### **Overtime Pay**

Student employees are prohibited from working in excess of 40 hours in a work week. Students are only allowed to work over the 20 hour limitation during the summer and semester breaks. Violation of this policy can result in disciplinary action up to and including termination.

#### **Number of Jobs Permitted - Multiple Positions**

A student employee may have a maximum of two (**2**) positions within the University at the same time. FWS students cannot have more than one FWS position at a time but can be employed in a FWS position and a Student Assistant (SA) position.

If a student chooses to work more than one position, the student is responsible for informing the supervisor of the other job and the student is responsible for assuring that the maximum hour (20 per week) limitations are not exceeded.

**Student Employees who work more than 20 hours in a week without prior approval from the Student Employment Advisory Board will receive disciplinary action up to and including termination.**

\_\_\_\_\_  
**Hiring Department Name** (Please Print)

\_\_\_\_\_  
**Supervisor Name** (Please Print)

\_\_\_\_\_  
**Student Name** (Please Print)

\_\_\_\_\_  
**Student ID** (917xxxxxxx)

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Date**