

Frequently Asked Questions

CMU Work Hour Limitation for Student Employees

1. What are the work hour limitations for student employees?

Students who are citizens or permanent residents of the US may work 40 hours per two-week pay period during the Academic Year.

International Students must not exceed 20 hours/week per two-week pay period during the Academic Year due to visa restrictions.

During the Summer semester, students (including International Students) may work up to 80 hours per two-week pay period.

It is the responsibility of the student to monitor these hours.

These limitations apply to the Academic Year that includes fall and spring semesters, as well as Thanksgiving break, exam weeks, spring break and the holiday break in December and January.

The per pay period limits apply to the combined hours worked for **all** assignments held by a student employee. Student employees working multiple assignments must inform supervisors of all CMU work and are expected to self-monitor their total hours worked per pay period, combined for all assignments, to ensure they do not exceed the limits.

2. Why is it necessary to limit the number of hours student employees are permitted to work?

Due to the need to comply with federal funding requirements and state regulations, student work hours will be limited to 40 hours per pay period during the academic year beginning August 25, 2019. Work hours during the summer will continue to be limited to 80 hours per pay period.

As a reminder, all assignments, including work for multiple departments, count towards the total hours per pay period. The work hour limitations are consistent with other universities in the state of Michigan.

3. Who is responsible for adhering to and monitoring the work hour limitation policy?

Responsibility for strict adherence to the work hour limitation policy is placed on both supervisors and student employees. It is expected that hours worked – totaled for student employees who work multiple jobs at CMU – will be monitored and adjusted as needed each pay period (bi-weekly basis). Failure to adhere to the limits will result in the following consequences:

Student employees who exceed these limits will face reductions in the number of future hours they can work. If they continue to exceed the limitations after three warnings, they will be terminated from their current position(s).

Monitoring the work hour limits will be conducted each pay period by Student Employment Services. Any issues will be addressed immediately with the supervisors and employees.

4. Can a student employee be rehired if he/she was terminated for non-compliance with CMU's work hour limitation policy?

The student employee may be rehired in a different department after one full semester from the date of termination. For example, student employee A received his/her third warning and employment ends in November. Student employee A would be eligible for rehire for the proceeding summer term. If the student employee is rehired, the first violation of the work hour limitation policy will result in termination without eligibility for rehire.

5. What options are available to departments with unmet job demands?

Managers are encouraged to hire additional student employees to meet operational demands. Exceptions are not available for student employees.

6. Who should I contact if I have more questions?

Student employees may address questions directly to their supervisors.

Supervisors and managers may direct questions to Student Employment Services at 9889-774-3881.