



University Administrative Policy

Policy Name: Maximum Working Hours for Student Employees

Responsible Office: Human Resources and Equal Opportunity

Originator of the Policy: Student Employment Coordinator

Effective Date: May 2, 2016

Revision History:

Web Link: <http://www.salemstate.edu/policies/>

1. Rationale

In order to be compliant with the Affordable Care Act, employees who work 30 hours or more per week are considered full-time and must be offered health insurance. All student employees, regardless of academic standing or class rank, are prohibited from working more than the permitted hours per week as described in the Statement of Policy below. This includes all jobs they may hold on campus. Noncompliance could result in very significant fines.

2. Statement of Policy

- No institutionally funded student employees can work more than 29 hours per week, including all jobs, year round with no exceptions including holidays, summer or vacation breaks.
- Students funded by work study will continue to work up to a maximum of 20 hours per week year round.
- International students will continue to work up to a maximum of 20 hours per week while they are enrolled in classes. During summer breaks and vacations, if international students are not enrolled in classes, they may work up to a maximum of 29 hours per week.
- Mandatory student employee supervisor trainings will be held three times a year, after each semester, regarding new laws and student employment information. Failure by student employee supervisors to attend these trainings may delay the hiring process of their student employees.

3. Scope

This policy shall govern the hiring practices of student employees and specifically applies to weekly hours worked.

4. Fiscal Considerations

	Direct Costs / Savings / Revenue Generation	Indirect Costs / Savings / Revenue Generation
Initial Implementation	None	None
Ongoing	None	None

5. Responsibilities

Responsible Party	List of Responsibilities
Student Employee Supervisor	Implements and monitors policy.
Student Employment Coordinator	Oversight and enforcement of policy.
Payroll Department	Tracks hours.

6. Policy Enforcement

Violation(s)	It shall be a violation of this policy to allow any individual to work more than the permitted hours. Failure to adhere to this policy could lead to disciplinary action up to and including termination. Any discipline shall be in accordance with the relevant provision of any applicable collective bargaining agreement.
How to report	Contact designated policy officer-Student Employment Coordinator.

7. Reference Documents

Policy or Document	Web Address

8. Contact(s)

Subject	Office or Position	Telephone Number	Email
Policy Clarification	Amanda Taddeo, Student Employment Coordinator	978 542-7052	Student-employment@salemstate.edu

9. Effective Date: Immediate.

10. Dissemination: Posted on the university web site in Polaris.

11. Review Cycle: Initial review after 12 months.