

Frequently Asked Questions

CMU Work Hour Limitation for Student Employees

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

Effective August 25, 2019 student employees will be allowed to work a maximum of:

- **40 hours per pay period during the fall and spring semesters** including exam weeks, spring break and the holiday break in December and January; and
- **80 hours per pay period during the summer** for a total of eight bi-weekly pay periods beginning with the pay period that includes the start of summer classes.

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. Are these changes consistent with other policies and practices?

Yes. CMU international students and graduate assistants are already limited to working 20 hours per week. Years ago, the university limited all undergraduate students to 20 hours per week. Additionally, other public Michigan universities limit student employees to 20 hours per week.

6. 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.

7. 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.