

# Student Employment Guidelines and Eligibility Requirements

## University of Maine Student Employment Student Employment Guidelines and Eligibility Requirements Effective August 31, 2008

Part-time work for students is an important component of the University of Maine experience. Such work provides much-needed financial assistance and the opportunity to gain valuable work skills. In setting a work schedule, employers and students are encouraged to keep in mind that the student's primary focus should be on academic endeavors and that there must be a balance between educational responsibilities and work. The student's work schedule and number of hours per week should be negotiated between the student and supervisor. Under no circumstance should a student be scheduled to work during class times.

A student may accept employment in more than one department. The rules that follow regarding work schedules apply to all jobs worked by any one student. Students who need to request an adjustment in their scheduled hours are encouraged to communicate as soon as possible with their supervisor(s). Supervisors should monitor a student's Federal Work Study award (if applicable), assure that time worked is reported timely and accurately and that students receive information about applicable UMS policies. Students or supervisors who disregard aspects of the Student Employment Policy, including the work schedule limits, may be subject to disciplinary action and will jeopardize their ability to continue with the Student Employment Program.

### Eligibility Requirements

University of Maine students must be enrolled or accepted for enrollment in a degree or certificate program.

**AND**

Be enrolled at least half-time; six or more credits as an undergraduate student or three or more credits as a graduate student. Be enrolled less than half-time in order to complete graduation requirements.

- ▶ Individuals who do not meet these eligibility requirements will need to be paid as temporary non-student employees and will not be exempt from FICA tax.

### Employment during the Academic Year

- ▶ During the academic year, the fall and spring semester, including the week of finals, it is highly recommended that students not exceed 20 hours per pay week (pay week is defined as Sunday through Saturday) for all jobs. When necessary, an employer has the flexibility to allow a student to work additional hours. However, in no case may a student work more than 30 hours total in all jobs in any one week.

The logo features the word "Student" in a blue, serif font, with the "S" being significantly larger and overlapping the "tudent". Below it, the word "Employment" is written in a blue, sans-serif font, with the "E" being significantly larger and overlapping the "mployment". The entire logo is set against a white background with a blue circular arc behind it.

**S**tudent  
**E**mployment

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- ▶ During winter and spring breaks, it is recommended that students not exceed 40 hours per pay week for all jobs. Note: If a student exceeds forty (40) hours in a given pay week, the employing department(s) will be responsible for paying the student overtime (time and a half). Overtime can never be paid with Federal Work Study Funds. Breaks are defined as when University of Maine classes are not in session for at least 1 full week.
- ▶ Resident Assistants will need to obtain permission from their direct supervisor to work beyond 20 hours per pay week; this is per the Resident Assistant agreement.

High school students and students from other colleges and universities may work on campus; however, they will not be exempt from the FICA tax. The 30 hour per week limit applies to these employees. It is the responsibility of the hiring department to verify that the student is currently attending high school or another college or university (i.e.: school identification card).

## Employment during the Summer

- ▶ During the summer, summer is defined as the Sunday after Commencement through the Saturday before the fall semester begins, students will be allowed to work up to 40 hours per week for all jobs. Although it is recommended that students not exceed 40 hours per week. If a student exceeds forty (40) hours in a pay week for all jobs, the employing department(s) will be responsible for paying the student overtime (time and a half). Overtime can never be paid with Federal Work Study funds.
- ▶ To work during the summer and semester breaks, a student employee must be pre-registered for the upcoming semester at least half-time. Breaks are defined as when University of Maine classes are not in session for at least 1 full week.

## International Students

- ▶ US immigration regulations allow international students in F-1 and J-1 status to work on-campus for no more than 20 hours per week for all jobs during the academic year, the fall and spring semester, including the week of finals. The Office of International Programs will determine any exceptions, when possible.
- ▶ US immigration regulations allow international students in F-1 and J-1 status to work during the winter and spring breaks; therefore, international students can work on-campus for no more than 40 hours per week for all jobs during these breaks.
- ▶ During the weeks when there is more than a one day holiday (i.e.: Thanksgiving and Fall break) an international student may work up to 30 hours per week.

If there are any questions or special circumstances the employer or employee must contact the Office of Student Employment.

