

EMPLOYMENT INFORMATION

HOURS OF WORK

In University Housing, we know that it's important for you to maintain a balance between school, work, and your social life. During the academic year, most student employees work an average of 20 hours per week or less, and many work as few as 7 hours per week. In many cases, working more than 20 hours on a regular basis is detrimental to a student's academic success. Students who work more than one job or participate in an extracurricular activity that demands a substantial amount of time on a regular basis, should talk to their supervisors about these other obligations.

In order to comply with the [Affordable Care Act \(ACA\)](#), all student hourly employees must average below 30 hours per week. These hours are combined between all campus jobs and UW System jobs. If a student is working 40 hours per week during summer break, that leaves approximately 25 hours per week when class is in session.

Some student positions have been approved as "seasonal" and are exempt from the 30 hour per week average rule in regards to the Affordable Care Act (ACA) because the nature of the work can only be performed during the summer months. With seasonal designation, hours worked per week in a specific appointment may exceed 30 during the summer months. If working multiple jobs on campus and any are not seasonal, this seasonal exemption is not applicable to any of the jobs held during that time.

Some international students, depending on their visa status, may be prohibited from working more than 20 hours per week on campus in any work week during the academic year, even if the employee works more than one job on campus. Exceptions may be made during break periods (summer, winter and spring breaks).

Summer and year-round appointments may have expanded hours and may earn overtime with their supervisor's prior approval. If working multiple jobs on campus, the student employee will need to communicate with each department for approval as this could impact all areas. Overtime can mean more than 40 hours of work in one week at one job or spread out over several campus jobs.

Minors under 18 years of age may not work more than 6 consecutive hours without having a 30-minute, duty free meal period.

Minors 16 and 17 years of age who are employed after 11:00 pm must have 8 hours of rest between the end of one shift and the start of the next shift.