

MAXIMUM HOURS of EMPLOYMENT

All students are limited to working a maximum of 20 hours per week and 8 hours per day. This requirement applies to the total hours worked by a student regardless of the number of positions held by the student and pertains to students who are also part-time permanent or temporary staff or faculty at SFSU. During periods when the University is not in session (i.e. semester break or summer recess), a student may work a maximum of 40 hours per week, but cannot be scheduled to work overtime.

In an emergency or unusual situation, a student may work up to, but not exceed, 30 hours per week on a continuing basis while school is in session. Requests to employ a student 21-30 hours per week on a continuing basis while classes are in session must be made in writing to **Don Martin**, Employment Counselor, Office of Student Financial Aid. The request must include the student's name, SSN, the name and title of the supervisor and a justification as to why the student needs an exception to the employment guidelines. Employers should keep in mind that a student's first responsibility is to his/her academic endeavors. Approvals are based on the student's academic record. A separate **request must be submitted each semester**. Approvals must be received by the employer **before** the student works beyond 20 hours.

Students who have finished all course work and are working on their thesis must pay registration fees and be enrolled for at least one unit in the regular university or College of Extended Learning to be eligible to work as a Student Assistant. This is an exception and must be approved by **Don Martin**, Employment Counselor, before the student can continue to work. If approved, the approval is for one semester only. Students who are not registered in any units are ineligible to be paid from Student Assistant funds.

Employers should be flexible with student work hours during mid-terms and finals. Students may not be able to keep their regular work schedule as they need extra time to prepare for exams.

<http://www.sfsu.edu/~finaid/newmaxhr.html>