

## Student Employment Guidelines

- No student may work more than 6.0 hours a day without a half hour unpaid break.
- No student may work more than 20 hours a week when classes are in session.
- When school is not in session, students may work no more than 35 hours a week.
- There are no comp/snow/sick/vacation days or overtime for students. No overtime rate on Sundays.
- First year students are encouraged not to work. Those who do are permitted to work no more than 20 hours per week during the academic year.
- Although students may hold two paid positions within the Law School, students are prohibited from working two positions during the same time period. For example, a student working in the library may not be paid for faculty research during the time he/she is being paid for working in the library.
- If a student misses a punch in the payroll week, they are to notify their supervisor immediately by email.
- The student and supervisor are accountable for hours worked and ensuring that a student is not working during class time.
- Students who were awarded work study:
  - Must monitor in conjunction with their supervisor that they do not go over their work study allocation.
  - A student cannot begin working until the Work Study Authorization Form is complete and the yellow copy has been received by the hiring department.