

DEPAUL UNIVERSITY



Student Employment Eligibility - Work Hours

Category: Academic Affairs - Operational

Responsible Department: Office of Student Employment

Responsible Officer: Director of Career Experiences

Effective Date: 12/19/2017

Policy Summary

This policy establishes consistent guidelines concerning the maximum number of hours student employees may work per week.

Scope

This policy affects the following groups of the University:

- Hiring/Supervising Managers
- Student Employees

This policy affects all members of the above groups, including graduate and teaching assistants.

Policy

US Citizens/Permanent Residents

Student employees are limited to working a maximum of 25 hours per week. During school breaks (December Intercession, Spring Break and Summer Quarters) student employees' hours are not restricted. Student employees who work in jobs classified as non-exempt are eligible for overtime pay at a rate of one and one-half times the employees regular rate for hours worked in excess of 40 hours in a workweek.

Non U.S. Citizens (International Students in F-1 and J-1 non-immigrant visa status)

Non-immigrant students in F-1 or J-1 status (international students) are limited to working 20 hours per week while school is in session as mandated by the Department of Homeland Security. F-1 and J-1 students are eligible to work full-time (over 20 hours a week) during holidays and annual vacation periods, provided they have not completed all degree requirements and intend to register for the next academic session.

Non U.S. Citizens (Students with other visa status)

Other international students' employment eligibility will be pre-determined by their visa status in accordance with federal regulations.

Procedures

At the time of hire, the Office of Student Employment will provide student employees with a Student Employment Agreement Form (see appendix). The Agreement Form is to be completed by the student and returned to the Office of Student Employment for verification. By signing this form, students are acknowledging their responsibility to maintain work hours as outlined above and as listed in the Agreement Form.

U.S. Citizens/Permanent Residents

1. Supervisors will be responsible for ensuring that student employees do not work more than 25 hours per week, although the student must also bear responsibility for his/her work hours.
2. In cases where students have more than one position, each department will agree to a maximum number of hours that the employee will work per week with the total number of hours from all positions not to exceed 25 hours/week. A supervisor maintains the right to terminate employment if a student employee cannot commit to an agreed upon schedule, but is required to consult with the Office of Student Employment before termination.

Non U.S. Citizens (International Students in F-1 and J-1 non-immigrant visa status)

1. Regarding International students with non-immigrant F-1 or J-1 student visa status, supervisors will be responsible for ensuring that international student employees do not work more than 20 hours per week. The student must also bear responsibility for his/her work hours. Students who work over 20 hours per week while school is in session may be in violation of their lawful immigration status. Eligibility for on-campus employment is in effect ONLY as long as the student maintains lawful non-immigrant F-1 or J-1 student status with eligibility ending on the last day of the student's final term of study.
2. In cases where international students have more than one position, each department will agree to a maximum number of hours that the employee will work per week with the total not to exceed 20 hours/week. A supervisor maintains the right to terminate employment if a student employee cannot commit to an agreed upon schedule, but is required to consult with the Office of Student Employment before termination.
3. International student employees who work more than 20 hours per week (unless during school breaks, holidays and annual vacation periods) are in violation of their non-immigrant F-1 or J-1 student status. Students who exceed the 20 hours per week limit will be terminated from employment. The Office of Student Employment will immediately refer such terminated students to the International Student and Scholar Services (ISS) so that the ISS may determine the best way in assisting the student to correct problems with his/her immigration status.
4. In the event a termination results as a result of any of the above, the student must consult with his/her advisor in the International Student and Scholar Services to determine if s/he is eligible to continue on-campus employment. The student must provide documentation to

the Office of Student Employment showing that the status violation has been corrected before being re-hired or reinstated to their position.

Non U.S. Citizens (Students with other Visa status)

Other international students employment eligibility and work hours will be pre-determined by their visa status in accordance with federal regulations.

Divisional Collaborations

Financial Affairs
Human Resources
Compliance & Risk Management
International Student and Scholar Services

Contact Information

Office of Student Employment Website: <https://studentemployment.depaul.edu/>
Email: studentemployment@depaul.edu

Lincoln Park Office:

2320 North Kenmore Avenue
Schmitt Academic Center 192
(773) 325-7431

Loop Office:

1 East Jackson Boulevard
DePaul Center 9400
(312) 362-5599

Appendices

[Student Employment Agreement Form \(US Citizens and Permanent Residents\)](#)

[Student Employment Agreement Form \(F-1 & J-1 Status\)](#)

History/Revisions

Origination Date: 09/01/1998
Last Amended Date: 12/19/2017
Next Review Date: N/A