



Procedure 6.13: Work Hours Limit for Part-time Staff Employees and Student Workers (Graduate and Undergraduate)

Volume 6

Managing Office: Office of Human Resources

Effective Date: August 12, 2013

I. Purpose:

The Procedure has been established to define guidelines for undergraduate and graduate students who are employed in student assistant positions and part-time employees at Alabama A&M University. This procedure does not apply to students employed through the Federal Work-Study Program.

II. Procedure:

- Effective fall 2013, bi-weekly student assistant employees and graduate assistant employees may not work more than a maximum of 20 hours and part-time staff employees may not work more than a maximum of 25 hours per week year round.
- The maximum work hour procedure is for all hours worked, in all jobs combined. If you work in more than one job, all of the hours worked in each job will be added for a total number, which must be 20 hours or less for student assistant and 25 hours of less for part-time staff employees.
- Due to tax considerations, students cannot be employed simultaneously as both a staff and a student employee and part-time employees cannot be employed simultaneously as both a part-time staff employee and a student assistant or graduate assistant.
- It is the expectation that supervisors and their employees share the responsibility of monitoring hours worked each week.