



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

## Student Employment Work Schedule

**INSTRUCTIONS:** Students should fill this form out with their supervisor. No student may work during his/her scheduled class times. If changes need to be made to the student's work schedule for any reason, please submit a revised work schedule to the SEO.

**Undergraduate students may work a maximum of 8 hours per day and no more than 20 hours per week. Graduate students may work a maximum 8 hours per day and no more than 35 hours per week. REST PERIODS:** For every four (4) consecutive hours of work, all student employees are permitted to take a rest period, not to exceed fifteen (15) minutes. These rest periods are to be taken away from the work area and should be scheduled and controlled by the supervisor to ensure office continuity. A student that works six (6) or more consecutive hours is also entitled to take an unpaid lunch break of at least thirty (30) minutes.

Student's Name \_\_\_\_\_ Primary Supervisor's Name \_\_\_\_\_

Alternate Supervisor \_\_\_\_\_ Primary Supervisor's Number \_\_\_\_\_

Department Location (Bldg, Rm) \_\_\_\_\_

<i>Please indicate the semester which this form is effective:</i>							
	<input type="checkbox"/> Fall _____(Yr)	<input type="checkbox"/> Spring _____(Yr)	<input type="checkbox"/> Summer I _____(Yr)	<input type="checkbox"/> Summer II _____(Yr)			
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
In							
Out							
In							
Out							
In							
Out							
<b>Total Hours per Day</b>							

Total Hours Per Week \_\_\_\_\_

**I understand that undergraduate students are limited to a 20 hour work week.** Graduate students are limited to a 35 hour week. In addition, student employees are not permitted to work during scheduled class times, and University observed holidays. My signature on this document indicates that I will comply with SEO procedures regarding the work hours of student employees.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_