



Student Employment Work Schedule

INSTRUCTIONS: Students should fill this form out with their supervisor. No student may work during his/her scheduled class times. For scheduling changes, 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 25* 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 Last Name:		Student First Name:	
Supervisor Last Name:		Supervisor First Name:	
Supervisor Phone:		Alternate Supervisor:	
Department Location:		Room Number:	

Student Employee Work Schedule

Fall 20__
 Spring 20__
 Summer I 20__
 Summer II 20__

Time In & Out	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
In							
Out							
In							
Out							
In							
Out							
Total Hours per Day							

Total Hours Per Week _____

I understand that undergraduate students are limited to a 20 hour work week. Graduate students are limited to a 25* 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 Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

* Non-Teaching Graduate Assitants

