



## 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: \_\_\_\_\_