

Temporary Employee HOUR LIMIT REMINDERS

Revised: 3/3/2011

Meal and Rest Periods Required

No employee shall be required to work more than five consecutive hours without a meal period. (Some special circumstances exist. Please contact Bonny for information about exceptions.) Employees shall be allowed a rest period of not less than 10 minutes, on the employer's time, for each four hours of working time. (WSU's general practice is to offer 15 minute break periods.) Rest periods shall be scheduled as near as possible to the midpoint of the work period. No employee shall be required to work more than three hours without a rest period. (See [Meal & Rest Period](#) policy.)

Overtime Eligibility

Overtime eligible, hourly employees who work more than 40 hours in any Sunday through Saturday workweek (combined hours in all on-campus jobs) must be compensated at time-and-a-half for any hours worked over 40. The unit they are working in at the time their hours exceed 40 will pay the overtime rate.

Student Status

Employees must be enrolled for a minimum of 6 credit hours during the academic year to be considered a student employee or at least 3 credit hours during all summer sessions combined. Students not enrolled in the minimum number of credits for any session, are considered non-students for that session. Students must be enrolled at least ½-time, which is 6 credits for undergraduates and 5 for graduate students, in order to be considered for work-study eligibility. Student employees are limited to 516 hours (including overtime) in six consecutive months excluding vacation periods or unless the work is in their major field of study. 516 hours equals an average of 19.5 hours per week.

Foreign Students

Foreign graduate and undergraduate students (with F-1 or J-1 Visas) are firmly limited to less than 20 hours of work per week when classes are in session, and they may not exceed 40 hours per week during vacation periods, including summer. Foreign graduate students with a 50% RA or TA appointment are already working 20 hours per week, and are, therefore prohibited from working any additional hours. Please consult with Bonny prior to making a job offer to any foreign student.

Graduate Students

Graduate students with salaried 50% teaching or research assistantship appointments in an academic department are discouraged from working additional hours. They may work in another WSU department, including the Libraries, for no more than 5 hours per week without any special arrangements. However, with specific, written authorization from the Graduate School via their academic department chair, they may be permitted to work up to 10 additional hours per week. Authorizations must be requested by the student's academic department, in advance, and must be renewed at least annually. Please consult with Bonny prior to making a job offer to any graduate student.

Non-Student Status

As a general rule, the Libraries' will only employ current WSU students. The Dean of Libraries may grant occasional exceptions, however, strict hour limits are enforced. Employees may not be terminated to avoid benefit eligibility, so it is imperative that non-student employees are consistently scheduled appropriately from the start of their appointment. Completion of a "Conditions for Temporary Employment" form is required for all non-student temporary employees at the beginning of each appointment (including summer session). (See the [Libraries' Policy for Temporary Employee Hiring](#).)

- Overall hours: Non-student employment hours are limited to 1,050 (excluding overtime) in any 12 consecutive month period measured from the original date of temporary, non-student employment, which is referred to as their "Monitor Begin Date" or "MBD." Exceeding this limit is not permitted in the Libraries.
- Medical Benefit eligibility: Those who work more than 480 hours in each, previous 6-month period qualify for medical benefits with an extremely high cost to the unit. The cost to the Libraries could be as much as \$850 or more per month, so exceeding this limit is not permitted in the Libraries.
- Retirement Benefit eligibility: Those who work more than 70 hours per month for any five months in the previous 12 months qualify immediately for retirement benefits. The cost to the Libraries can be up to 8 or more percent, so exceeding this limit is not permitted in the Libraries.

If you have any questions about temporary employment, please contact Bonny at 335-1535 or boyan@wsu.edu.