

HOUR LIMITS for Libraries' Temporary (Hourly) Employment

Student Status/Work-Study Eligibility

Hourly employees must be enrolled in a minimum of 6 credit hours during each term of the academic year (or 3 credit hours for summer session) to be considered a student employee. Students not enrolled in the minimum number of credits for any session are considered non-students for that session (see information below regarding non-students). Enrollment of 6 credits is also required to be considered for work-study, and work-study will be requested for all student employees. If they are eligible, we will be notified, and there is nothing more the student needs to do.

Student employees are limited to 516 hours in each six month period, which averages to approximately 19 hours per week. (Hours worked during vacation periods, including Thanksgiving, Christmas/Winter, Spring, and Summer breaks, are excluded from the total hours.) This is an average, so they can, for example, work 25 hours one week and 15 the next, averaging over each consecutive six month period. The hours will not need to be monitored as long as they maintain less than 20 hours in each workweek.

Meal and Rest Periods Required

No employee shall be required to work more than five consecutive hours without a meal period. Meal periods are typically 30-60 minutes, in the center of the shift, and are not paid. **NOTE:** Student employees frequently waive the unpaid lunch break, which is allowed *by their choice*, but supervisors may not require them to work more than 5 hours without a minimum of 30 minutes for a clocked out lunch break. Special exceptions exist, so contact me if you have questions. Employees shall be allowed a paid rest period of not less than 10 minutes (generally 15 minutes), on the employer's time, for each four hours of working time. 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.

Overtime Eligibility

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, therefore, overtime is not permitted for hourly employees in the Libraries. Please show all hourly employees the weekly total space on their time card in Cougar Manager so they are careful to not exceed 40 hours in each Sunday through Saturday workweek.

Graduate Students

Graduate students without assistantships abide by the same rules as other student employees (see above). Those with salaried, 50% assistantship appointments may work in another WSU department, such as the Libraries, for no more than 5 hours per week. They can request authorization to increase the additional hours (8 to 10 hours weekly) with a specific, written authorization from the Graduate School via their academic department chair. Authorizations must be requested in advance and must be renewed annually. In most cases, continuing graduate students may work up to full-time from May 16 through August 15 each summer.

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. F1 students may not be employed after graduation unless they are approved for Optional Practical Training (OPT) through International Programs. In most cases, continuing graduate students may work up to full-time during the summer, effective from May 16 through August 15.

Non-Students

As a general rule, the Libraries employ current, enrolled WSU students, however, the Dean may occasionally grant exceptions. It is imperative that non-student employees are scheduled appropriately from the start of their appointment as we are not allowed to terminate those who become benefit eligible at a high cost to the Libraries. "Conditions for Temporary Employment" forms are required for all non-student temporary employees at the beginning of each appointment. As a general rule, non-student employees with ongoing appointments should be scheduled for less than 17 hours per Sunday through Saturday work week in order to avoid exceeding any of the following hour limits:

- *Total hours are limited to less than 1,050 hours in each 12 month period measured from their individual original date of hire, referred to as their "Monitor Begin Date" or "MBD."*
- *Total hours are limited to less than 480 hours in each previous 6-month period or they may qualify for medical benefits at a high cost to the Libraries.*
- *Total hours are limited to less than 70 hours per month for any five months in each 12 month period or they may qualify for retirement benefit eligibility.*

If you have any questions, please contact Bonny Boyan, Libraries HR Coordinator; boyan@wsu.edu; 509-335-1535.