

# Student Services Manual (SSM)

## SSM 305–05: Limitations on Work Hours

Effective: 1/8/1980

Revised: 3/1/2024

### Purpose

To limit the work hours of students participating in the student employment program

### Sources

Financial Aid and Scholarship Services

### Policy

Departments or units, and off-campus Federal Work Study (FWS), that employ students through the university student employment program must comply with limitations governing work hours. To safeguard the academic success of every student, all student employees are limited to a rolling average of 25 hours per week for the year. This maximum applies to the combined total of all jobs, including hours associated with stipends paid for employment. The rolling average is monitored biweekly.

A student can work more hours in the summer, provided the student does not exceed an average of 25 hours per week for the first 12 months of ASU employment or, in subsequent years of employment, from October to October.

Students who average more than 25 hours per week for the year will be terminated from all ASU jobs. The student who was terminated for exceeding the 25-hour maximum will not be eligible for rehire at ASU in an undergraduate or graduate student position for 26 weeks.

Students should not work more than a total of 40 hours per week. If a student works in excess of 40 hours in a work week (provided the student does not exceed an average of 25 hours per week for the year) then the overtime provisions of the Fair Labor Standards Act do apply and departments either have to pay 1.5 times the hourly rate or award 1.5 hours of compensatory time for each hour in excess of 40 hours worked in the work week.

International students with an F1 visa are allowed to work only 20 hours per week during the academic year and up to 40 hours per week during break periods in the winter and spring (provided the student does not exceed an average of 25 hours per week for the year). Fulltime employment during the summer is allowed only for students who intend to register for the subsequent fall semester (they must be pre-registered).

Federal-Work-Study or hourly student employees may not work during the hours they are scheduled to be in class.

### Cross-Reference

For more information on compensation and student work hours, see [SSM 305–04](#), “Reporting Student Work Hours”