# **MSU student employee work hour guidelines**

### Please use the following guidelines in compliance with the Code of Federal Regulations: title 26- 31.3121(b)(10)-2.

A student employee is a part-time employee who is duly enrolled at Montana State University, is registered for classes and whose primary purpose for being at the University is the achievement of a degree or certification.

Graduate Assistants (GRA, GTA, GSA) should refer to The Graduate School – Policies and Procedures at:<https://www.montana.edu/gradschool/policy/index.html>. Questions concerning the employment of students in these categories should be directed to The Graduate School.

## **Student work hours - Fall and Spring Semester**

During the Fall and Spring semesters, students may not work for MSU more than 20 hours per week. Failure to do so may result in payment of back taxes and termination of employment.

In order to comply with VISA regulations, international students are advised to carefully monitor their weekly work hours in order that they do not exceed 20 hours per week. Failure to do so could result in loss of VISA status and employment in the U.S.

## **Student work hours - Summer Semester**

During summer semester – an individual may be a student employee if s/he was enrolled in Spring semester and has not graduated. Student employment is interim or temporary and incidental to the pursuit of a degree or certification. A student can work up to 40 hours/week for 8 weeks out of the summer semester.

## **Student work hours - Holidays and Breaks**

Provided there is a departmental need and with the supervisor’s permission, students may work up to 40 hours per week during holidays and breaks.

## **Concurrent Jobs**

Student employees may work concurrent MSU jobs during Fall and Spring semesters provided their total work hours remain under 20 hours per week. Supervisors should remind student employees to advise them of their work hours in other departments.

## **Graduating Students**

Graduated students can work in their student positions until the end of the pay period of the graduated semester.