HOUR LIMIT REMINDERS for Libraries' Temporary Employment

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. (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
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 be required to pay the overtime rate.

Student Status/Work-Study Eligibility
Employees must be enrolled in a minimum of 6 credit hours during the academic year (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). Half-time enrollment of 6 credits for undergraduates and 5 for graduate students is required to be considered for work-study. We will request work-study consideration for all student employees. Student employees are limited to 516 hours (an average of 19.5 hours per week) in each consecutive six months excluding vacation periods or unless the work is in their major field of study. Vacation periods include Thanksgiving, Christmas, Spring, and Summer breaks.

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 8 additional hours per week. Authorizations must be requested by the student’s academic department, in advance, and must be renewed at least annually. In most cases, continuing graduate students may work up to full-time during the summer, 5/16-8/15. Please consult with Bonny prior to extending offers.

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 5/16-8/15. Please consult with Bonny prior to extending offers.

Non-Student Status
As a general rule, the Libraries employ current WSU students for hourly positions. The Dean of Libraries may grant exceptions with strict hour limits. Employees may not be terminated to avoid benefit eligibility, so it is imperative that non-student employees are 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). Non-student employees with ongoing appointments should be scheduled for no more than 17 hours per Sunday through Saturday work week in order to avoid exceeding any limits. Please consult with Bonny prior to extending offers.

Exceeding any of the following limits is not permitted for non-student hourly employees in the Libraries:
• 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.”
• Medical Benefit eligibility: Those who work more than 480 hours in each, previous 6-month period may qualify for medical benefits at a high cost to the Libraries.
• Retirement Benefit eligibility: Those who work more than 70 hours per month for any five months in the previous 12 months may qualify immediately for retirement benefits at a cost to the Libraries.

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