

College HR Process: Work Hour Exception	
Contact: College HR Consultant	Last Updated: 1/10/2024

Description:

The University has hourly limitations for undergraduate and graduate students as it relates to the ACA Health Plan. Undergraduate students are limited to 20 hours/week and graduate students are limited to 29 hours/week. If a department would like to request that a student be hired beyond these hours, an exception must be reviewed and approved by the Associate Dean for Academic and Faculty Affairs. If the exception is approved and the student becomes eligible and enrolls in the ACA health plan, the department will be billed monthly for the cost of the health insurance for the duration of eligibility.

Process:

If a department would like to request to hire a student for more than the University’s hourly limitations during the academic year*, the department will be required to complete CHASS HR’s Work Hour Exception Request form. If the student is a graduate student, the department should get written approval from the student’s Director of Graduate Programs (DGP) and the student’s Committee Chair to ensure that the increase in hours won’t be detrimental to the student’s progress towards degree.

Business Services Liaisons should send the completed forms to the appropriate HR Consultant. The HRC will send the justification to the Associate Dean for Academic and Faculty Affairs (and copy the Assistant Dean for HR) for further review and approval. If approved, the HRC will notify the liaison to proceed with the hire.

* Students may work up to 40 hours/week during the summer months with no additional approval.