

## **Student Employment with Maximum Work Hours**

### **Purpose**

In February of 2014, the Internal Revenue Service issued guidelines for hours worked specific to universities and the national healthcare legislation known as Affordable Care Act (ACA). If a student would average 30 or more hours in a week over a specific period of time, he or she would be considered a full time employee and thus eligible for employee medical benefits. Student employment should not interfere with students' educational goals. Students are permitted to work multiple jobs, but the total number of hours from all jobs should not exceed these limits:

### **Scope/Eligibility**

Student workers need to average 29 hours or less over a one year measurement period. Student workers and Federal work study students may not work more than 29 hours per week during the regular semester. During winter and summer breaks, student workers are eligible to work up to 40 hours per week in all Creighton jobs combined. However they need to average 29 hours or less over the calendar year.

If a department wishes to schedule a student 40 hours per week over summer, they must reduce their schedule to 20 hours per week during the academic year. If a department wishes to schedule a student 29 hours per week all year, they may do so.

International students are limited by their VISA to 20 hours per week (all jobs combined) during period of enrollment and 40 hours per week during breaks and summer. Federal Work Study and student workers are not eligible for University benefits, paid leave time, or holiday pay.

## **ADMINISTRATION AND INTERPRETATIONS**

Specific questions regarding student employment should be directed to the Student Employment office.

## **AMENDMENTS OR TERMINATION OF THIS POLICY**

Creighton University reserves the right to modify, amend or terminate this policy at any time, especially in order to comply with changes in federal and state law.