POLICY

STUDENT LIFE

Student Work Hours for Employment at Boston University Policy

RESPONSIBLE OFFICE
Office of the University Provost

1. Rationale

The Office of the Provost recommends the adoption of a Policy on Student Work Hours for Employment at Boston University in order to (1) standardize the number of hours allowed across all employing units, and (2) assure that students have sufficient time to pursue their studies and graduate in a timely manner.

Currently, the policy states that work-study students and international students can work no more than 20 hours/week when classes are in session and 40 hours/week when they are not. For all other students, the policy only recommends these limits. This has resulted in a significant fraction of students working anywhere from 25 to 40 hours/week during the academic year. Many of these are full-time graduate students. It is not reasonable for a full-time student to also be engaged in full-time employment. The policy below brings all students under a common standard.
Many graduate students, primarily those in PhD programs, are certified as full-time students when not taking courses or when taking reduced course loads. Working substantially more than 20 hours/week in employment unrelated to their research reduces the amount of time such students can devote to completing their degrees. It is in their best interest that the University adopts a policy that improves PhD time to degree.

Since students attend Boston University for the purpose of education, the policy will formalize the primacy of their status as a student.

2. Covered Parties

This policy covers employment at the University for all full and part-time Boston University students with the exception of students on a leave of absence or in a non-credit certificate program or here on an exchange program. Faculty and staff cannot be paid as student employees.

3. University Policy

Policy on Student Work Hours for Employment at Boston University

The Policy on Student Work Hours for Employment at Boston University applies to all student employees regardless of program, wage funding source, citizenship status or method of payment, who are employed by Boston University. It does not apply to employment outside of Boston University. International students must also adhere to all limitations and requirements relating to on-campus student employment required by their particular immigration status and obtain ISSO work authorization if required.

Faculty and staff cannot be paid as student employees.
For all Boston University Students:

Students may not exceed a total of 1500 hours of University employment in a fiscal year (July 1 through June 30).

A student on a leave of absence or in a non-credit certificate or exchange program cannot be paid as a student employee, but can be hired as a temporary employee/staff/faculty through Human Resources.

Students working more than one job should not exceed the hours for all jobs combined, as specified below.

For Undergraduate Students and All Part-Time Students:

Boston University undergraduate students and all part-time students enrolled in a program should not work more than 20 hours per week while attending classes.

During official University break periods, such as intersession, spring break and summer, these students should not work more than 40 hours per week.

For Full-Time Graduate Students:

Full-time graduate students should not work more than 20 hours per week during any academic period (fall semester, spring semester or either summer term) in which they are classified as full-time, either by registration or by certification.

During official University break periods, such as intersession and spring break, or during any academic period in which these students are not classified as full-time, either by registration or certification, they should not work more than 40 hours per week.
5. History

The proposed “Policy on Student Work Hours” was drafted by the Associate Provost for Graduate Affairs, the Associate Vice President and Executive Director of Financial Assistance, and the Director of Student Employment. It was endorsed by the Graduate Council on 1/7/2016.

6. Additional Consultative Bodies

In addition to the standard consultative bodies (Faculty Council, the Provost’s Cabinet, the Council of Deans, and the Administrative Council), the Undergraduate and Graduate Councils and the Graduate and Professional Student Leadership Council will serve as consultative bodies for this policy proposal.

7. Responsible Parties

The Office of Student Employment will be responsible for insuring that the units employing students at Boston University adhere to the new policy.

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