

POLICY

STUDENT LIFE

Student Work Hours for Employment at Boston University Policy

RESPONSIBLE OFFICE

Office of the University Provost

Student workers may **not** work during their scheduled class times, and Massachusetts state law **requires** that an unpaid break of at least 30 minutes be taken after six consecutive hours of work.

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 typically 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.

Students may, on a case-by-case basis, request approval for exceptions to this policy. Exceptions should only be granted in cases where the additional hours of work clearly benefit the student's academic or professional development and do not substantially slow the student's degree progress.

Arrangements for such additional part-time service must be approved by the student's advisor, by either the department chair or director of graduate studies, and by the appropriate associate dean in the school/ college with which the student is associated. Indication of all students afforded exception to this policy should be provided to the Associate Provost for Graduate Affairs.

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, students should not work more than 40 hours per week.

International students here on a student visa are limited by federal regulations to no more than 20 hours of on-campus service per week, which for purposes of the regulations includes graduate teaching fellow and research assistant appointments and any additional on-campus employment. This means that international students on a full teaching fellow or full research appointment (20 hours/week during the semester) are not eligible for additional on-campus work, even if the University employment policy would otherwise allow it.

Effective Date

The revised Policy on Student Work Hours for Employment at Boston University takes effect on 6/25/20.

END OF POLICY TEXT

Additional Resources Regarding This Policy

History

The original Policy on Student Work Hours for Employment at Boston University took effect September 1, 2016. The policy was revised by the University Council Committee on Graduate Academic Programs & Policies, and the revision was approved by the University Council on 6/16/20.

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