Updated: January 15, 2007

Student Employment BUPP 121

Policy:

Baylor University provides employment opportunities for students on a limited basis.

Topics:

When students can work
Recording time worked
Working during non-enrollment
Graduate Students
Reporting Relationship

Related policies:

BU-PP 807 - Staff Disciplinary

Additional information:

Students are prohibited from working more than 20 hours in one week while enrolled in a full-time course load.

Contact:

Academic Scholarship & Financial Aid (x8950) Human Resource Services (x8539) Payroll (x2217)

When students can work —

Students attend Baylor University to obtain an education. Their academic pursuits are of utmost importance. It is recommended that students work no more than 12-15 hours per week while enrolled in a full-time course load. Student may work not more than 20 hours in one week.

Recording time worked —

Time cards must reflect actual hours worked. Hours worked in pay periods may not be averaged. For example, a supervisor may not work a student 30 hours in week one and 10 hours in week two and report hours worked as 20 hours in week one and 20 hours in week two. Supervisors are expected to comply with this policy and to help ensure student work time is recorded properly.

Working during non-enrollment —

During periods of non-enrollment, such as the interim between semesters, fall break and spring break, students may work a maximum of 40 hours per week.

Graduate Students —

Graduate students may be considered for full-time employment under the following circumstances:

- pursuing graduate work at another institution and not receiving financial aid from Baylor;
- completing thesis or dissertation work only; or
- · completing graduate work at Baylor and is NOT receiving any financial aid from Baylor

Reporting Relationship —

Students are prohibited from being directly or indirectly supervised by relatives.