



## College Student Employment Policy FAQ

### Who is eligible for College Student Employment opportunities?

Currently enrolled students and students who have graduated no earlier than the previous quarter are eligible to hold Student Employment opportunities. Incoming students who have not yet begun their studies, students on leave of absence, and non-UChicago students are NOT eligible for Student Employment positions.

### How many hours per week can an undergraduate student employee work?

Student employees may work for a maximum of 20 hours per week during the academic year and 37.5 hours per week during the summer. Any exceptions to these policies must be approved by the student's area Dean of Students.

Please note: The State of Illinois requires that employees must have at least a 24 hour period off each calendar week. You can read more about this law by visiting this link:  
<http://www.illinois.gov/idol/Laws-Rules/FLS/Pages/ODRISA.aspx>.

### How many hours per week can College students holding part-time registration work?

Students in a part-time registration status employed by the University are held to the maximum limit of 20 hours per week. Students who are on a reduced course-load in the final quarter of enrollment may petition for an increase in hours by sending a request to the Dean of Students in the College.

### Can College student employees have more than one job?

Yes, student employees may hold more than one job provided that the combined hours worked do not exceed 20 hours per week.

### How does leave of absence affect an undergraduate student's eligibility for Student Employment?

Students on leave of absence are not eligible for Student Employment throughout their leave. However, if a student takes a special kind of leave known as extended status, they are eligible to remain in a job that they already hold (unless it is a Federal Work-Study position), but they cannot be hired for a new position.

### If an on-campus department wishes to continue employing a student who is not eligible for Student Employment opportunities, what can they do?

The employer must hire the student in a temporary role or a staff role if they wish to continue employing a student who is not eligible for a Student Employment position.



**Is there a standard procedure for terminating student employees?**

Student Employment encourages departments to follow the guidelines of the [University's progressive corrective action policy](#) and, unless the situation warrants immediate termination, to give student employees an opportunity to correct unsatisfactory conduct.

**Can students volunteer to work at the University?**

Generally speaking, students may work as volunteers, but departments should review the volunteer opportunity by asking the following questions:

- Is the student volunteering their time freely, and not agreeing to an unpaid position under pressure?
- Does the volunteer receive (or expect) any benefit from the unit to which they are providing services?
- Have regular employees or part-time student employees been displaced to accommodate the volunteer?
- Is the volunteer conducting academic research activities that would normally be done by a paid graduate student research assistant?

If the department can answer “yes” to the first question and “no” to all the others, then the volunteer position is very likely acceptable.