

# Work Study and Student Employee Supervisor Responsibilities Form



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- E-Time MUST reflect a ½ hour break after 6 hours of work.
- No student may work more than 8 hours-a-day or 20 hours-a-week, including all jobs . No students should be working overtime hours.

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- NO **h** **f** **h** **w** **d** **g** **h** **a** **d** **s** **t** **g** **i** **n**
- must
- must cannot

- will be charged to the hiring department's budget

- AND The department will be charged for hours worked prior to authorization. Supervisors who repeatedly ignore this step will have their manager's license revoked and will no longer be permitted to hire students.

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- cannot work more than their maximum hours per week  
This policy will be strictly enforced.

