

BYU STUDENT EMPLOYMENT REQUIREMENTS FOR WORKING ON CAMPUS

By accepting a job to work on campus, you agree to abide by the following requirements:

- **The Church Education System Honor Code and Dress and Grooming Standards**
- **Employment-At-Will Status** - The employment relationship exists at the will of either party (BYU and employee) and may be terminated at any time with appropriate notice and for any cause whatsoever or no cause, other than for reasons prohibited by law.
- **20-Hour Work Limit** - As a student employee, I am limited to working twenty hours (twenty-eight hours for graduate students) per week during the fall and winter semesters (unless approved with special exception). International students are restricted to a twenty hour per week limit.
- **Hourly or Contract Employee** - The Fair Labor Standards Act/University Policy prohibits me from working both an hourly job and a contracted position at the same time.
- **No Unemployment Insurance** - Utah's Unemployment Insurance excludes student employees from unemployment insurance coverage. [Utah Employment Security Act, Section 35-4-22 (j) (6) (F) (i)].
- ***Credit Hour Requirement** - To be eligible to work as a student employee:
 - U.S. Citizen requirements:
 - U.S. citizen undergraduate students must carry at least 6 day-continuing credit hours Fall and Winter semesters.
 - U.S. citizen graduate students must carry at least 2 day-continuing credit hours during Fall and Winter semesters.
 - During Spring and Summer, U.S. citizen undergraduate students must be enrolled in *either* a combined total of 3 credits over the two terms, or a minimum of 6 credits the following Fall semester.
 - U.S. Citizen graduate students must carry *either* a combined total of 1 credit Spring and Summer, or a minimum of 2 for the following Fall semester.
 - Non-Citizen requirements:
 - Non-citizen undergraduate students must carry at least 12 day-continuing credit hours Fall and Winter semesters, unless on an approved vacation break through International Student Services.
 - Non-citizen graduate students must carry at least 9 day-continuing credit hours during Fall and Winter semesters, unless on an approved vacation break through International Student Services.
 - During Spring and Summer, non-citizen undergraduate students must be enrolled in *either* a combined total of 12 credits over the two terms, or be on an approved vacation break and have a minimum of 12 credits the following Fall semester.
 - Non-citizen graduate students must carry *either* a total of 4.5 credits each term of Spring and Summer, or be on an approved vacation break and have a minimum of 9 credits for the following Fall semester.

PWS DEPARTMENT

STUDENT EMPLOYMENT REGULATIONS

Welcome to the Plant and Wildlife Sciences Department! In order to ensure proper payment, please read over the following employment regulations.

- You must be officially hired by Student Employment and receive an e-mail from Carolyn Vermeulen authorizing your hire **BEFORE** you can begin work.
- **Students cannot work more than 20 hours per week Fall/Winter semesters and 40 hours per week Spring/Summer terms for an average of 28 hours for all semesters. (MUST be approved from direct supervisor). INTERNATIONAL STUDENTS HAVE STRICT REQUIREMENTS. If you are not sure what they are, ASK!**
- You must be enrolled in at least 6.0 credit hours during the Fall/Winter in order to work on campus. During the Spring/Summer terms, you must be enrolled in at least 3 credits OR be enrolled in at least 6 credits the upcoming Fall semester. *Talk to Office Manager for international and graduate students requirements.*
- **YOU** are responsible for keeping track of **YOUR** hours.
- At the end of each pay period, check your hours to make sure the Y-Time system reflects the correct hours you have worked.
- If you forgot to clock in or out for a shift or have made an error, please fill out the Missed Punch / Time Exceptions form found on the PWS website (pws.byu.edu). **This log is for minor corrections only, and is not intended to be used to record all shifts.**
- All timesheet exceptions must be submitted **BEFORE** the end of the pay period (see website for pay period ending dates).
- If you have more than one job on campus, it is **YOUR** responsibility to ensure that your hours are charged to the correct accounts. You will be able to see each job listed separately on Y-Time as a different job description.
- You may not work more than 11.99 hours per day.
- **You must take a lunch break for at least 30 minutes after 5 consecutive hours of work.**
- You are expected to adhere to the honor code and follow the dress and grooming standards of BYU.
- You affirm that you are not being hired or directly supervised by a near relative in PWS. If related to anyone, they may not have financial oversight of any performance/task or project in which you participate.