

## TERMS AND CONDITIONS OF THE BI-WEEKLY STUDENT AND WORK-STUDY APPOINTMENTS

- A. When the student employee terminates employment with this department, the employer *must* file a University of Iowa Termination Report.
- B. By State Law, work schedules **may not exceed** twenty (20) hours per week during the academic year. This is not an average but a **MAXIMUM** hours per week. Exception: students can work up to 40 hours per week during Thanksgiving week, winter break between semester and spring break. The employer is responsible for monitoring and adhering to the State Law concerning the hours per week. Warning letters will be sent at 200 earned hours and the authorization will be terminated upon 340 earned hours during each semester monitoring period.
- C. If a student has more than one student position at the University, the employers may arrange a work schedule between the jobs **ON THE CONDITION** that the work hours do not exceed a **maximum** of 20 hours per week during the academic year and a **maximum** of 40 hours per week during the summer.
- International students are limited to a maximum of 20 hours per week during the academic year IN ALL EMPLOYMENT PROGRAMS combined. Example: If an international student has a ¼ time salary assistantship, he/she is eligible for only 10 more hours of additional employment.
- D. During the summer, student employees may work up to 40 hours per week. If the student works over 40 hours per week, the employer is responsible for paying overtime. Overtime hours will not be reimbursed under Work-Study.
- E. The Bi-Weekly Student Appointment will be terminated if the student withdraws from the University during the academic year or exceeds the maximum work hours allowed by State law. In addition, Work-Study students must be enrolled at least half-time during each semester of the academic year (6 hours/undergraduates, 5 hours/graduates) and during the summer session (3 semester hours). Employment under the Work-Study Program will be terminated if the student drops below half-time status or withdraws from the University.
- F. Academic year employment under the Bi-Weekly Student Appointment is limited to registered University of Iowa students. Summer employment under the Bi-Weekly Student Appointment is open to any individual (either student or non-student). Preference should be given to University of Iowa students. The exact summer dates will be determined by the University Human Resources and Student Employment Offices in relation to the Bi-weekly Payroll Schedule.
- G. **For Work-Study Employment Only:** Your employer will be sent a notification when you are approaching your Work-Study award. You may contact Student Employment at *student-employment@uiowa.edu* or by calling 335-1460 to get information about your current earnings status. If the student and the employer wish to continue employment after the Work-Study eligibility has been reached, part-time employment may be authorized (subject to federal regulations). The employer pays 100% of the student's wage.
- H. **For Work-Study Employment Only:** Students not meeting Reasonable Academic Progress (RAP) Standards are ineligible for Work-Study funds. You will need to re-apply for the Work-Study Program each academic year and each summer employment period.

**Student Employment**  
**Room 213 Calvin Hall**  
**University of Iowa**  
**Iowa City IA 52242-1315**  
*student-employment@uiowa.edu*

**(319) 335-1460**

**Website: [www.uiowa.edu/financial-aid/employment](http://www.uiowa.edu/financial-aid/employment)**

**Office Hours**  
**8:00am-noon, 1:00pm-4:30pm Monday-Friday**