

Student Workers Guidelines
Clemson University Procedure for Non-Compliance
Effective: 11/15/2013
Last Revised Date: 8/12/2014

Student Worker Responsibilities:

1. Student workers should not exceed work hour limitations

All graduate and undergraduate student workers, except international workers, are capped at 28 cumulative paid service hours worked per week. International student workers are capped at 20 cumulative paid service hours worked per week during the academic year, and 28 cumulative paid service hours worked per week during holidays and summer. It is the responsibility of all student workers not to exceed the cap.

The only exemption to the cap is for certain camp and seasonal positions approved in advance in accordance with the following procedures that may be viewed from the [HR Policies and Procedures Manual](#):

- **Request FLSA 13(A)(3) Exemption**
- **Request to average paid service hours for summer camp/seasonal workers**

Federal law regarding work hour limitations for International Student Workers

Federal law 8CFR214.2(f) limits international student workers to a maximum of 20 work hours per week while classes are in session. This includes both graduate and undergraduate international student workers.

Supervisors cannot require nor allow international students to work greater than 20 work hours per week. It is important to keep close track of the work hours of international student workers so that they do not exceed the 20 work hour per week maximum. Federal law 8CFR274(a)(10) imposes penalties and fines on employers and supervisors who violate the law. Additionally, non-immigrant international students who accept unauthorized employment can be subject to deportation.

Please contact the Office of Human Resources at 864-656-2000 if there are any questions about international student work hours.

2. Student workers must accurately report paid service hours worked in a timely manner

It is the responsibility of all student workers to accurately and timely report paid service hours worked.

- Graduate and residential community mentor student workers must use the designated [time capture system](#) to enter their cumulative paid service hours worked.
- Graduate student hourly, summer and undergraduate student workers must use the designated time keeping system for payroll purposes to enter their paid service hours worked.

Monitoring:

Supervisors and the Office of Human Resources monitor hours worked for all student workers. Audits will be conducted of the Time Capture System throughout the academic year to ensure compliance.

Communication: During the monitoring processes, graduate and residential community mentor student workers will receive an e-mail reminder communication about their responsibility not to exceed the work hour limitations and to accurately and timely report cumulative paid service hours worked.

Disciplinary Action for Non-Compliance:

While discipline is not the goal of this process, it is sometimes required to ensure compliance with guidelines, policies and procedures. Failure to comply with student worker responsibilities will result in disciplinary action up to termination of employment as noted below:

- **Reprimand:** If following the reminder communication the student worker fails to comply with the work hour limitations, or to accurately and timely report paid service hours worked, they will receive a reprimand via email and their hours for ACA purposes will be calculated as full-time for any weeks missed.
- **Termination:** If following the first reprimand issued in the current academic year, the student worker fails to comply again, they will be terminated from their position. The termination will be issued via email and the student worker will be ineligible for reemployment for the current semester and the next academic semester (Fall or Spring).

Supervisory Responsibility:

Supervisors are responsible for enforcing the compliance of their direct reports. Supervisors will be subject to disciplinary action if they fail to follow the University guidelines, policies or procedures.

Additional Resources:

[ASK-HR](#)

[HR Policies and Procedures Manual](#)

- Undergraduate Student Workers
- Graduate Student Workers
- International Student Workers

[Time Capture System for Graduate and Residential Community Mentor](#)

- [Instructions](#)
 - Click link.
 - Enter ID and password.
 - Enter hours or check box to certify you did not work.
 - Click submit.