

## Agreement and Verification of Hours of Work for Student Employment

This agreement sets forth the terms and expectations in regard to a student employee's obligations and responsibilities for limiting the hours of student work in one or more student employment capacities in accordance with the Patient Protection and Affordable Care Act of 2010 ("ACA"). The UW System Student Employment Policy ([1237](#)) provides the administrative requirements for student employment and the limitation on the number of hours a student may work while employed at UW-Superior.

By signing this document below, the student employee and primary supervisor verify that both parties have been notified of the limitations on the hours worked in a student employment capacity (including combined hours for multiple student assist positions within UW-Superior or for other UW institutions) and agrees to comply with the following terms and provisions, in addition to any other state law, institutional or system policy or rule:

- I shall not work in excess of 25.00 (20.00 for International student employees) combined hours of work during a calendar week during the official academic calendar period, nor will I exceed 40.00 hours of combined hours of work during academic breaks and/or the summer academic term or period.<sup>A</sup> A calendar with specific dates is available under Student and/or Supervisor Resources at: <https://www.uwsuper.edu/finaid/stemp/index.cfm>. These dates (subject to change) will be updated on an annual basis – updated calendars will be available the first full week of July each calendar year.
- I will be solely and individually responsible for monitoring my hours of work each week in a manner that is consistent with the terms of this agreement, which includes all student assist hours throughout this institution or other institutions, including those paid by lump sum. I will verify my work schedule with my primary supervisor and make any necessary modifications to remain compliant with this agreement. I will promptly and accurately record all hours worked, via WebClock, to help ensure accurate monitoring and compliance.
- The institution, as my employer, has the unilateral discretion and right to determine my hours of work in accordance with the operational needs of the institution and to comply with the ACA and related laws and policies.
- I understand that my student employment is an "at will" employment relationship with the institution. I hereby agree that the institution shall have the immediate and unilateral right to end my student employment at any time provided the reason is not prohibited by law, including my failure to adhere to the terms of this agreement.
- I shall abide by this agreement and all related institutional, system and Board of Regent policies regarding student employees, including related state or federal laws or regulations.
- I understand my hours will be monitored on a weekly basis, and any infractions will be communicated by the Student Employment Coordinator, via email. This communication will be sent to myself, my supervisors which I have active student assist contract(s), and the cabinet member in charge of the department(s) in which I work.

**Please sign and complete the information below and return the document to the Student Employment Office, Old Main 110 (scanned/emailed copies from the Primary Supervisor's UW-Superior email account will be accepted – email [studentemployment@uwsuper.edu](mailto:studentemployment@uwsuper.edu)). Copies shall be provided upon request.**

<b>Student Employee's Signature:</b> _____ Student's Name (printed): _____ Date: _____ Student ID#: _____ <b>Primary Supervisor's Signature:</b> _____ Primary Supervisor's Name: _____ Date: _____	Received by the Student Employment Office:  Name of SE Rep: _____ Date of Receipt: _____
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<sup>A</sup> The hours of work to be counted shall not include hours paid through the Federal Work Study program.