

**UNIVERSITY OF WISCONSIN - SUPERIOR**  
**Student Employee Maximum Hours Worked Allowed Per Week Acknowledgement**

As a student employee of University of Wisconsin Superior, I acknowledge and understand there are terms and expectations regarding my obligations and responsibilities for limiting the hours I work per week in one or all active contracts 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 reading the information below, I acknowledge and understand that it is my responsibility to monitor hours worked in a student employment capacity (including combined hours for multiple student assistant positions within UW-Superior or for other UW institutions). I acknowledge and agree 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 term or period. These hours do not include hours paid through the Federal Work Study program. A calendar with specific dates is available on the Student Employment webpage. The dates on this calendar (subject to change) will be updated on an annual basis and will be available each July.
- 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 acknowledgement, 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 acknowledgement. I will promptly and accurately record all hours worked, via WebClock, to help ensure accurate monitoring and compliance. Paper timesheets are required to be completed and submitted for student employees employed under a lump sum contract.
- 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 acknowledge 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 acknowledgement.
- I shall abide by this acknowledgement 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.

Policy 1237: <https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/student-employment/>