

Maximum Working Hours for Employees

What is the maximum number of course credit hours that an Adjunct Faculty member can teach?

An Adjunct Faculty employee can teach a maximum of nine (9) course hours per (1) semester. If an Adjunct Faculty member is teaching at separate campuses within the ASU System, the course hours are combined and count toward the total maximum of nine (9) course hours per (1) semester.

How many hours can a Part-Time Non-Student employee work per work?

A work week is defined as Monday through Sunday. Although the operating procedures allow a maximum of 29 hours per work week, all colleges and divisions have adopted the 28-hour rule per work week.

How many hours can a Graduate Assistant work per week?

Graduate Assistants are currently limited to 20 hours per work week (Monday-Sunday).

How many hours can a student employee work per week?

We encourage student employees to work 20 hours per work week (Monday-Sunday), however, student employees who are U.S. citizens may work:

- No more than 28 hours per work week when school is in session
- No more than 28 hours per work week when school is not in session

Federal immigration and labor laws require that non-U.S. citizen student employees work:

- No more than 20 hours per work week when school is in session
 - No more than 28 hours per work week when school is not in session
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When school is out of session, can a student work more than 28 hours?

The maximum is 28 hours per week.

Additional Information

[ASU System Procedure](#)

Questions about how many hours your employee can work? Reach out to [Human Resources](#)

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