

Maximum Working Hours - Graduate Assistants

Maximum Working Hours for Employees who are in a Position that is not Benefits Eligible

In accordance with the Patient Protection and Affordable Care Act, the Arkansas State University System has revised the Operating Procedure regarding the maximum working hours for Employees who are in a position that is not benefits eligible. The revised procedure is effective July 1, 2013.

This applies to adjunct faculty, part-time students, part-time non-students, and graduate assistants.

[View the Operating Procedure here!](#)

Frequently Asked Questions about Maximum Working Hours for Graduate Assistants:

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 an international student employee (F-1 or J-1 student visa holder) work per week?

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

- No more than 20 hours per work week when currently enrolled in classes.
- No more than 28 hours per work week during the official school break during the summer.

Students cannot be enrolled in class to be able to work the 28 hours in summer during school breaks.

How are Graduate Assistant educational hours separate from work hours?

The University recognizes that the student may have research that supports their educational experience outside of the twenty (20) hour work week. Those unpaid research hours will not affect the 20 hour per week maximum working hours.

We have previously paid graduate assistants a flat amount for work performed. Can this be continued?

Yes, graduate assistants may be paid a flat amount.

Will graduate assistants be required to use Banner Time Entry?

No. The department will define the number of hours scheduled based upon the Graduate Assistant's job duties and responsibilities, and will keep an internal record of the hours worked via a paper timesheet.

More questions about maximum working hours?

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870-972-3454

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