

TERMS AND CONDITIONS - BI-WEEKLY STUDENT & WORK-STUDY APPOINTMENTS

Semester Hour Enrollment Requirement

- Bi-Weekly Student: academic year: one semester hour
- Work-Study: academic year and summer hours: one semester hour
- If a student drops below the required hours or withdraws during the semester, the appointment will be terminated.

Weekly Work Limitation

- Established in accordance with State of Iowa law
- Academic year: 20 hours per week
- Break periods: 40 hours per week over Thanksgiving, winter and spring breaks, and summer
- Applies regardless of the number of student jobs. Work hours for all student hourly jobs must not exceed 20 per week.
- Applies regardless of the number of semester hours of enrollment, i.e., one class, part-time or full-time enrollment.
- Allows students to work up to 680 hours during the academic year, excluding winter break hours. Students and employers are sent warning notices when the student is nearing the hours limitation. Employment is terminated if the student earns 680 hours before the academic year is over.
- Employers must request a copy of the student's class schedule and only schedule work shifts that allow the student time to arrive to class on time. Work schedules must **NOT** impact the student's class schedule and attendance.

International Student Employment Limitations

- Limited to 20 hours per week for all student employment (hourly and salaried graduate assistantship).
- Questions: International Student and Scholar Services, 1111 University Capitol Centre, 319-335-0335, isss@uiowa.edu.

Termination of Student Employment

- The employing department must file a Termination Report when the student leaves the job.

Worker's Compensation (medical care for work-related injuries or emergencies)

- UI HealthWorks
 - 3 Lions Drive, North Liberty
 - Monday-Friday 8:00 a.m. to 5:00 p.m.
 - 319-665-2111
- Non-clinic hour treatment can be received at UI Hospitals and Clinics Emergency Room.

Work-Study (WS) ONLY

- Meet Satisfactory Academic Progress (SAP) requirements.
- Apply each year through filing the Free Application for Federal Student Aid (FAFSA) by the priority deadline and demonstrating financial need.
- Work-Study eligibility is based on financial need and award maximums. The Work-Study award represents the total dollar amount of the student's earning potential. Students with fall and spring WS awards can earn the funds at any time throughout the academic year. When the award is earned, the employer must be willing to pay 100% of the wage or the student must stop working and the appointment must be terminated. Emails are sent to the student and employer when the student is nearing the WS eligibility. Supervisors can track the WS earnings on the epersonnel file in Self Service.

Contacts

University Workforce Operations - Student Employment

- Email: student-employment@uiowa.edu
- Phone: 319-335-2381
- Campus Address: 120 University Services Building

Office of Student Financial Aid/Work-Study

- Email: finaid-workstudy@uiowa.edu
- Phone: 319-335-1450
- Campus Address: 2400 University Capitol Centre