



**MEMORANDUM**

**TO:** Student Hiring Officials  
**FROM:** Student Employment Office  
**DATE:** September 17, 2018  
**RE:** 25 –hour per week cap  
**CC:**

This memo serves to notify you of changes effective Fall 2018 regarding student employment.

Please be mindful that students are at ECU first, to be students and only second to be employees.

The 25-hour per week cap is being removed for most student employees with the following exceptions:

- “If a student has a cumulative GPA below a 2.0, the 25-hour cap is enforced. Human Resources will notify the hiring official if applicable.”
- In keeping with current policy statements and academic standards associated with assistantships, students serving as undergraduate or graduate assistants will remain under a 25-hour per week cap.
- To ensure full compliance, Federal Work Study rules are unaltered. A student cannot work more than 25-hours per week in a Federal Work Study position but may be eligible to work additional hours in another role.

Please note that a student will become ineligible for student employment if they discontinue attending the University.

A student may be employed in one or more positions in one or more departments. The hiring department that makes the hiring decision that causes the student to be eligible for the Affordable Care Act (ACA) or overtime will be responsible for those associated costs.

**Should you have questions regarding this memo, please contact the Student Employment Office at 737-5573.**

**Department of  
Human Resources**

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