



May 14, 2014

Dear Graduate Student Employee,

The primary focus for any ASU student is that student's education. ASU recognizes that some students may need to supplement their income with on-campus work in order to help pay for their studies. To ensure that a graduate student's education and training are not compromised by commitments to additional employment:

- Students holding assistantships or Graduate Intern appointments during the academic year may work up to a maximum of 0.50 FTE. During the summer, students holding assistantships or internships may work up to a maximum of 1.00 FTE.
- Students holding hourly student worker positions during the academic year may work a maximum of 25 hours per week. During the summer, students holding hourly student worker positions may work up to a maximum of 40 hours per week.
- All positions combined (including stipend-paid positions) cannot exceed 0.625 FTE for the year.

IMPORTANT: Some important areas to think about:


- If you are averaging more than 0.625 FTE, you will be terminated from all ASU jobs.
- If you are terminated for exceeding the 0.625 FTE maximum, you are not eligible for rehire at ASU in a student worker, faculty associate or graduate student position for 26 weeks/six months.

Please help us minimize any disruption to your education, employment experience, or graduate assistantship or Graduate Intern appointment by being mindful of the number of hours you are working.

If you have any questions regarding your hours, please contact your supervisor or the hiring manager for your academic unit.



Robert E. Page, Jr.
University Provost



James Rund
Senior Vice President
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