



May 5, 2014

Dear Undergraduate Student Employee,

The primary focus of 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 safeguard the academic success of every student, all undergraduate student employees are limited to a rolling average of 25 hours per week for the year. This maximum applies to the combined total of all jobs, including hours associated with stipends paid for employment. Your rolling average is monitored biweekly.

An undergraduate student can work up to 100% in the summer, provided the student does not exceed an average of 25 hours per week for the first 12 months of ASU employment or, in subsequent years of employment, from October through September.


Please check with your supervisor(s) to ensure that you are not exceeding the rolling average of 25 hours per week. If you are not terminating all ASU jobs by the end of the spring semester (May 2014) for the remainder of the 2014 calendar year and you are working more than the average 25 hours, you must reduce your hours for the summer.


IMPORTANT: Some important areas to think about:

- If you are averaging more than 25 hours per week by the 11th month of your measurement period, you will be terminated from all ASU jobs. Your measurement period is defined as follows:
 - Student employees hired before October 1, 2013, cannot average more than 25 hours per week beginning October 2013 and ending September 2014.
 - Student employees hired October 1, 2013, or later cannot average more than 25 hours per week beginning the first of the month following their date of employment and continuing for 12 months. After their initial measurement period following ASU employment, they will be measured October through September each year.
- If you are terminated for exceeding the 25-hour maximum, you are not eligible for rehire at ASU in an undergraduate or graduate student position for 26 weeks/six months.

Please help us minimize any disruption to your employment experience by being mindful of the number of hours you are working. You are encouraged to speak with your supervisors about your total hours.

Questions should be directed to your supervisor or hiring manager.


Robert E. Page, Jr.
University Provost


James Rund
Senior Vice President
Educational Outreach and Student Services