



SUNY New Paltz Policy on Student Work Hours

College Policy traditionally has limited the number of hours students can work on campus so as not to interfere with academic progress. This is a restatement of that principle.

Pursuant to SUNY Procedure #8300, Student Assistant positions are established for the purpose of giving financial support to students while at the same time accomplishing necessary work for the campus. To meet this goal, SUNY New Paltz has put in effect the following guidelines for student work hours for the titles, Student Assistant, College Work Study, and Graduate Assistant/Teaching Assistant (GATA).

During the semester:

Student Assistants and College Work Study –

For the period from the first day of class through the final day of a semester, as set in the campus schedule, Student Assistants and College Work Study employees can work no more than 20 hours per pay week for all jobs combined.

GATA –

Those with a full-time appointment may work no more than 9 hours per pay week on the Student Assistant and/or College Work Study payroll during the semester. The full-time obligation for GATA is 20 hours, therefore 9 hours on the other student payrolls will bring them to the maximum 29 hours allowed for student employment.

GATA with a part-time appointment may work no more than 19 hours per pay week on the Student Assistant and/or College Work Study payroll during the semester. The half-time obligation for GATA is 10 hours, therefore 19 hours on other student payrolls will bring them to the maximum 29 hours allowed for student employment.

International Students –

These employees are limited per U.S. Citizenship and Immigration Services regulations to work no more than 20 hours per week during the semester. Because of these regulations international students that are GATA's that have a full-time appointment may not work on the Student Assistant payroll, and GATA's that have a part-time appointment may work no more than 10 hours per pay week on the Student Assistant payroll.

During winter and summer:

Student Assistants and College Work Study- They must be taking classes during this period or must be enrolled for the following semester. During this period they may work no more than 29 hours in a pay week.

*GATA –*Graduate students may be on one of the other student payrolls, up to 29 hours per pay week.