

**Summary on Work Hour Limits for Non Benefit Eligible Employees**

**Student Assistants**

* May work up to 20 hours per week (all positions combined)
* \*Exceptions to work up to 29 hrs per week may be permitted (VP approval required), BUT only for 60 days.

**International Students**

* May work no more than 20 hours per week during long semesters (Fall & Spring - all positions combined)
* A max of 29 hrs per week may be permitted (VP approval required), BUT for only 60 days and only during:
* Spring Break
* Summer (day after spring graduation through day before fall classes start)
* Winter Break (day after fall graduation through day before spring classes start)

**Graduate Assistants**

* May work up to 19 hrs per week
* Insurance eligibility begins at 20+ hours

**Temporary Employees**

* May work up to 19 hrs per week
* \*Exceptions to work up to 29 hrs per week may be permitted, BUT only for 60 days.

\*\***NOTE: Beyond the 60 day window, per ACA guidelines, employment of 30+ hours per week leads to possible insurance eligibility with a full state contribution. Upon audit, possible penalties up to $2,000 per employee at MSU at the time of violation.**