

University of Houston Clear Lake

Office of Human Resources

Employment Guidelines for Student Workers

These guidelines **apply to all student employees** including non-resident aliens.

1. For the purposes of employment with UHCL, undergraduate students must be enrolled in **9** semester credit hours and graduate students must be enrolled for **6** semester credit hours. *Undergraduate College Work Study (CWS) students must be enrolled in at least 6 hours to qualify for employment through the Office of Financial Aid.* Students may work up to 20 hours per week during the long semesters (fall and spring) as long as they are in good academic standing.
2. Students may work up to 40 hours per week during the summer or holiday breaks. There is no enrollment requirement during the summer session, however, **the student must intend to register in the fall semester** and must be in good academic standing. *This does not apply to CWS students, who must be enrolled in at least 6 semester credit hours in the summer. CWS students may also work during the break between fall and spring semesters as long as they have been awarded CWS for the spring semester.*
3. Students may work during their graduating (final) semester with less semester credit hours than is normally required.
4. A non-resident alien **cannot work** past his/her graduation date.

The pay for non-resident aliens in TA and RA positions may be spread out over the 5-month period even if they do not work past graduation. Their pay is based on a semester of work.

Supervisor/Hiring Department Responsibilities:

1. It is the responsibility of the **Office of Financial Aid** (for CWS) or the **supervisor/hiring department** (for NCWS) and to ensure the student is enrolled for the required number of hours and is in good academic standing prior to making an offer of employment.
2. It is the responsibility of the **supervisor/hiring department** to confirm the student stays in full-time enrollment status and in good academic standing during the duration of their employment.
3. It is the responsibility of the **supervisor/hiring department** to ensure all non-resident aliens who are graduating do not work past the date of graduation.

Students' Responsibilities:

1. It is the responsibility of the student to maintain the appropriate student status to remain eligible for student employment on campus.
2. It is the responsibility of all non-resident aliens to ensure the eligibility-to-work documents are filed with the Office of Human Resources. **All extensions of status or changes in status must be reported to the Office of Human Resources immediately.**