Policy
This policy is in effect to ensure compliance both with the Federal Patient Protection and Affordable Care Act (PPACA) and with Wisconsin State Statute 40.02(25)(b).

The Patient Protection and Affordable Care Act (PPACA) requires large employers to offer affordable health care coverage to 95% of ALL employees (including students) working full time in calendar year 2016 and beyond. For PPACA reporting, full time is defined as pay for at least 30 hours per week or 130 hours per month.

Wisconsin State Statute 40.02(25)(b) prohibits state institutions from offering health insurance to students.

Failure to comply with the PPACA could result in the University System and/or University of Wisconsin River Falls being assessed significant penalties or fines.

Authority
The UW-River Falls Chancellor issues this policy in accordance with the Administrative Policy process. The Vice Chancellor for Business and Finance is responsible for the administration of this policy. Request an exception to this policy by writing to administrative-policy@uwrf.edu.

Sanctions and Appeals Process
Failure to adhere to the provisions of this policy may result in appropriate disciplinary action as provided under existing procedures applicable to students, faculty, and staff, and/or civil or criminal prosecution.

Procedure
1. Supervisor must notify the student employee of this policy at the time of hire and must ensure that the employee signs the Agreement and Verification of Hours of Work for Student Employment during the electronic onboarding process.

2. All student employees must be paid on an hourly basis.

3. The maximum number of hours a student may work, including all student employment positions within the institution or for other UW institutions:
   - 25 hours per week while classes are in session
     - Exception: International student limit is 20 hours per week while classes are in session (per U.S. Department of Homeland Security).
   - 40 hours per week during:
     - 1 week of Spring Break
     - 4 weeks of J-Term
     - 12 weeks of summer break (the remaining 2 weeks are limited at 25 hours per week). Scheduling is at the discretion of the supervisor.
4. Student new hires working over 89 days (12 weeks), must average less than 30 hours per week for the entirety of their employment. If the working period will be less than 90 days (12 weeks), the employee’s end date must be identified.
   - “New hire” is defined as an employee who has never worked for UWRF or another UW System institution, or who has not worked for the last 26 or more weeks (6 months).

5. If the job that is being performed is six months or less and due to the nature of the work (and not business needs), cannot be performed at any other point during the year it may be defined as Seasonal under ACA. Seasonal position descriptions would be submitted to Human Resources to obtain approval. Seasonal positions would limit other University employment that causes them to average 30 or more hours per week, or a total of 1,555 hours during the 12-month measurement period.

6. Under no circumstances should a regular student employee work
   - 30 or more hours per week for more than 12 weeks in a row
   - An annual average of 30 or more hours per week
   - More than 1,555 total hours in a year

   The above:
   - Includes combined hours a student works while employed by this institution (one or multiple jobs) or any other UW institution. All hours worked must be combined and stay below the 30-hour weekly average.
   - Excludes hours paid with Federal Work Study funds.

   Weeks for purposes of this policy run Sunday through Saturday (with the pay cycle), not on actual academic calendar dates. See Student Employee Work Hour Limits Calendar for specific limits by calendar week.
   https://www.uwrf.edu/HumanResources/upload/Copy-of-Student-Employee-Work-Hour-Limits-Calendar_021921.xlsx

   Hours must be adjusted accordingly to average less than 30 hours per week and under 1,555 hours in a rolling year. There may be other circumstances which may require a student works fewer hours than the guidelines noted above. They must be managed on a case by case basis in consultation with Human Resources.

   Any questions or concerns about these guidelines or unique cases should be discussed with Human Resources prior to the beginning of employment.

**Hiring Department Responsibilities**
- Inform student employees of hours limits and ensure that each employee has signed the Agreement and Verification of Hours of Work for Student Employment during the electronic onboarding
• Use the Student Employee Work Hour Limits Calendar to determine how many hours a student may work in each calendar week.  
  [link](https://www.uwrf.edu/HumanResources/upload/Copy-of-Student-Employee-Work-Hour-Limits-Calendar_021921.xlsx)

• Schedule employees within the policy’s hours per week guidelines, considering any other campus jobs each student employee may have.

• Ensure that student employees working over 89 days, must average less than 30 hours per week for the entirety of their employment. If the working period will be less than 90 days, the employee’s end date must be identified.

• Ensure student employees record time worked on their timesheet daily.

• When approving timesheets, ensure actual hours worked are also within guidelines as scheduled. Discuss with employee as needed.

### Student Employee Responsibilities

• Read and sign the Agreement and Verification of Hours of Work for Student Employment form provided during the electronic new employee onboarding process.

• Notify ALL of your campus supervisors if you are or have been:
  o employed in multiple campus jobs and/or
  o employed by UW System or another UW campus currently or within the last year.

• Be aware of and abide by work hour limits in total for all jobs at this or other UW institutions. See Student Employee Work Hour Limits Calendar for maximum hours by week.  
  [link](https://www.uwrf.edu/HumanResources/upload/Copy-of-Student-Employee-Work-Hour-Limits-Calendar_021921.xlsx)

• Enter work hours into online timesheet on a daily basis.

• Manage schedule with supervisor(s) to stay within the guidelines noted above.

### Human Resources Department Responsibilities

• Maintain this policy and other reference materials on [link](https://www.uwrf.edu/HumanResources/Student-Employment.cfm)

• Provide guidance to supervisors as needed, including decision-making on any unique cases.
- Maintain signed Agreement and Verification of Hours of Work for Student Employment forms.
- Monitor UW Service Center reports and follow up with departments of concern as needed.

Related Documents
Patient Protection and Affordable Care Act (section 1513 Shared Responsibility for Employers)

Wisconsin Statute §40.02(25)(b)
http://docs.legis.wisconsin.gov/statutes/statutes/40/I/02/25/b

UW System Administrative Policy 1237
https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/student-employment/

Student Employee Work Hour Limits Calendar
https://www.uwrf.edu/HumanResources/upload/Copy-of-Student-Employee-Work-Hour-Limits-Calendar_021921.xlsx

Agreement and Verification of Hours of Work for Student Employment

U.S. Department of Homeland Security, Student and Exchange Visitor Guidelines:
https://www.ice.gov/sevis/employment

Contact
To direct questions about this policy, mailto: administrative-policy@uwrf.edu.