**Student Employment Guidelines for Summer Semester 2013**

**BYUH Students (Domestic)**

Students **not taking** classes for Summer Semester, but are continuing from Winter and registered for Fall- may increase their work hours up to 40/week but will be **subject** to FICA.

If a student is **taking** classes for Summer Semester (continuing and new) but:
1) has less than 6 credits - may increase the work hours up to 25/week if CGPA is 2.5 or above but will be **subject** to FICA;
2) has 6 or more credits - may increase their work hours up to 25/week if CGPA is 2.5 or above and will be **exempt** from FICA.
3) CGPA is below 2.5 - may only work up to 19 hours/week.

**New** Summer 2013 students may be eligible to work two weeks prior to Summer Semester and may not work more than 19 hours/week unless he/she is a transfer student with a CGPG 2.5 or above.

**BYUH International Students**

**Continuing Non-IWORK students in school for Fall 2012 and Winter 2013**- may work more than 19 hours/week up to 25/week if CGPA is 2.5 or above. If a student is not registered for the Summer Semester, he/she may work up to 40 hours/week but must be registered for Fall semester.

IWORK-must be in school full-time for Summer Semester and may work up to 25 hours/week if student was registered for Fall 2012 and Winter 2013 and are registered for at least 6 credits and have CGPA of 2.5 or above. **IWORK students are required to work full time (38-40 hours/week) for the five week Summer break.**

All new Winter 2013 international students may only work 19 hours/week in the summer if you are in school for Summer 2013 or continuing for Fall 2013.

**All international students are exempt from paying FICA taxes.**

**Other Information**

1) Any new student for Summer Semester, or Fall semester will be eligible to work two weeks prior to start of term or semester.

2) Departments are required to schedule work hours so that no more than 3 consecutive weeks of 20 hours or more are worked during the Summer Semester.

3) Domestic students not in school for Summer Semester and not continuing in school for future semesters may continue to work in their current position (19 hours/week only) until April 26, 2013.

4) Students eligible to increase hours for the break in Summer Semester may begin their full time schedule on April 13, 2013.

5) Students who continue to work 19 hours/week for the summer semester may increase hours for the break from April 13-21, 2013. Departments **do not need** to submit a Personnel Action form for this increase of hours.

6) Students **may not** work at both PCC and BYUH locations at the same time even for the Summer Semester.

*SE/HR 3/22/2013*