Student Work Hours & Dates – 2012-2013

- Students must be currently registered for a minimum of 4 undergraduate or 2 graduate credits to hold a student position.
- Work weeks are calculated from start of day Sunday through end of day Saturday.
- Employees may only be in ONE tax status per pay period. When changing status, have student employees begin the new status (example: from temp to student) only on the 1st or 16th of any given month.

Dates Students May Work if Registered for the Term

Academic Year: September 16, 2012 through June 15, 2013

Fall Quarter: September 16 - December 31
Winter Quarter: January 1 - March 31
Spring Quarter: April 1 - June 15
Summer Quarter: June 16 - September 15

Students may work up to 19 hours a week* when classes are in session:
from the first through last week of scheduled classes each quarter

Fall Quarter:	September 23 - December 8
Winter Quarter:	January 6 - March 16
Spring Quarter:	March 31 - June 8
Summer Quarter:	June 23 – August 31

Students may work up to 40 hours a week* when classes are NOT in session:
from the week after scheduled classes end - through the week before classes are scheduled to begin.

Fall Quarter:	Orientation Week: Sept. 16 - 22 Thanksgiving Break: November 18 - 24 Evaluation and Break Weeks: December 9 - January 5
Winter Quarter:	Evaluation and Break Weeks: March 17 - March 30
Spring Quarter:	Evaluation and Break Weeks: June 9 - 15
Summer Quarter:	Beginning Summer Break Week: June 16 - June 22 1st Session Only Evaluation Week: July 28 - August 3 Evaluation and Break Weeks: September 1 - September 15

UPDATE for SUMMER QUARTER: If a student will be returning in the Fall, they will remain in student worker status for the entire Summer and may work up to 40 hours per week.
Though, students registered for Summer classes are limited to 19 hours per week for the full Summer session.

All academic year work study and institutional positions end June 15, 2013

Meal and Rest Breaks:

It is a policy of The Evergreen State College and a Washington State Labor & Industries rule (WAC 296-126-092 and RCW 49.12) to provide meal and rest periods for student and temporary employees.

- Employees are required to take a half-hour meal break (unpaid) when they work more than 5 consecutive hours.
  NOTE: *This break should show up on the student's time sheet.*
- Meal breaks cannot be waived.
- If the employee works for four consecutive hours, they must have a 15-minute rest period (paid).
- The timing of meal and rest breaks must be approved by the supervisor.

* Students may work up to these limits as allowed by their supervisor and the amount of their work study award.

Updated: August 2012