

Arkansas State University System

Operating Procedure

Effective Date: 7/1/2013 (revised 4/8/2014)

Subject: Maximum Working Hours for Employees who are not in a Position that is Benefits Eligible

Every campus in the Arkansas State University System shall allow those employees who are in a position that is not benefits eligible to work a maximum of twenty-nine (29) hours per week. Only those employees who are in a benefits eligible designated position may work more than twenty-nine (29) hours in any work week. Based on the classification of the employee in a position that is not benefits eligible, the maximum workload is set as follows:

- Any adjunct employee may teach no more than nine (9) credit hours for any one (1) semester.
- Any other employee who is not in a benefits eligible position, including part time, or extra-help, may work no more than twenty-nine (29) hours per week, and no more than one thousand five hundred (1,500) hours per year.
- Departments employing seasonal employees may request approval from Human Resources in cases where it is deemed necessary for an employee to work more than twenty-nine (29) hours per week. Seasonal employees are those positions for which the customary annual employment is six months or less.