



Notice to Part-Time Employees (non-Penn State full-time students)

As a part-time employee at Penn State, I understand and acknowledge the following:

- I am permitted to work up to 24 total hours per week in combined Penn State employment.
- One period of full-time employment (40 hours/week) is allowed for up to 16 consecutive weeks during each Affordable Care Act (ACA) standard measurement period (October through September). This full-time assignment may not overlap with any other employment at Penn State.
- I must obtain prior approval from my primary work unit in order to work in any other employment capacity at Penn State, including paid internships or teaching assignments.
- Part-time employees may be eligible for benefits as outlined in Penn State Policy HR103.

Note: The above requirements for part-time employment do not apply to Penn State full-time students. Work units with positions governed by a collective bargaining agreement may have additional requirements and/or restrictions for part-time employment.

Employee Signature

Date

Print Employee Name

Your signature denotes that you have read and acknowledge the information shown above.