

**Notice to Part-Time Employees (non-PSU 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 a calendar year. This full-time assignment may not overlap with any other employment at Penn State, including casual employment such as parking, ushering or working at Penn State events, unless the total number of hours worked is less than 40 hours per week, and my primary work unit has approved.
- 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 PSU full-time\* students. Work units with positions governed by a collective bargaining agreement may have additional requirements and/or restrictions for part-time employment.*

\* PSU full-time student = enrolled in 12+ undergraduate credits or 9+ graduate credits

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**Employee Signature**

**Date**

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**Print Employee Name**

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