



## Document History

Responsible Administrator: VP Admin/Finance

Responsible Office: Human Resources

Effective Date: 5/3/2022

Approved by: President

Date of Revision: 5/3/2022

## Office Hours

are encouraged to work a maximum of 7.75 hours per week (including meal breaks) for a 7-hour shift.

are encouraged to allow two 15-minute paid breaks and a 30-minute unpaid meal break to student employees working a 7 or more hour shift.

under the age of 18

provide student employees under the age of 18 a 30-minute unpaid meal break for every 5

