

POLICY MEMORANDUM

No. III-99


Graduate and Undergraduate Employment

Wages are to be paid for services rendered on an hourly basis from salary and wage accounts. The total hours worked in any one week will not exceed twenty (20) hours per student for undergraduate and graduate students when classes are in session during the fall and spring semesters. At other times, for students enrolled for three (3) credit hours or less, hours worked shall not exceed forty (40) in any one week. The current wage rate matrix for student assistants can be accessed at the Human Resource Services web site: <http://hraadi.mst.edu/hr/compensation/index.html>

EFFECTIVE DATE: Immediately

RESPONSIBILITY: Human Resource Services, Affirmative Action, Diversity and Inclusion and Provost

BASIS: [HR Policy Manual 204](#)


John F. Carney III
Chancellor