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**DATE:** December 1, 2022  
**TO:** Campus Departments  
**FROM:** Kelly Coleman, Director of Classification and Compensation  
**RE:** Student Wage Guidelines

The following are guidelines and requirements for the appointment of students at UMBC. In general, students hired to work at UMBC must be enrolled in a full or part-time undergraduate or graduate student status. All appointments are subject to federal and state requirements as outlined by the US Department of Labor's Wage and Hour Division.

### **Wage Rates:**

Effective **January 1, 2023**, the minimum wage for hourly employees in Maryland will increase to \$13.25. As a result the standard hourly pay range for undergraduate student workers will be \$13.25 to \$22.25. Graduate student workers (not with the title of Graduate Assistant) may be paid up to \$26.25. Any request to hire students on a one-time pay or flat pay appointment must have HR-approved justification attached, and outline that the flat pay meets the established minimum wage guidelines.

Departments have the discretion, consistent with the duties of the position, to compensate a student worker above the minimum. Notwithstanding that discretion, graduate student workers performing duties similar to those of a Graduate Assistant (GA) must be compensated at an hourly wage similar in amount to that of the GA. Departments can request an opinion from the Associate Dean of the Graduate School as to whether graduate student worker duties are consistent with those of a GA. Current information on assistant rates may be obtained [here](#).

Requests for appointments above the maximum for undergraduate or graduate level students must be pre-approved by the HR Department and accompanied by the appropriate justification (brief description of higher level complex tasks).

### **Standard Hours:**

The primary focus for the students at the university is academics. With this in mind, departments should not have students work on a regular full-time schedule while school is in session. In addition, please be aware that it is a violation of the federal law for an F-1 and J-1 visa holding student (or GA) to work more than 20 hours per week while in school is in session (during fall and spring semesters). An F-1 and J-1 student may work full time during the summer and/or winter sessions only. Adherence to this federal regulation protects the student from violating the terms of their visa status, and the university from sanctions in case of an audit.

\*A full-time Graduate Assistant is already considered to be working at the 20 hour limit, and should not have another appointment for additional hours while school is in session. Any exceptions must have the prior approval of the Associate Dean of the Graduate School. The form by which a department can request this approval may be obtained [here](#).

Graduate students awarded half-time assistantships are not eligible to work for the University for more than 10 additional hours per week beyond the 10 hours associated with the assistantship without approval from the Graduate School.