# Medical Student Employment Policy

## I. PURPOSE

In recognition of the primacy of the educational goals for students enrolled in the full-time M.D. curriculum at the Johns Hopkins University School of Medicine (JHUSOM), the following policy was established to provide guidance to students, faculty, and administrators.

## II. POLICY

1. Students enrolled in the full-time JHUSOM M.D. curriculum may be employed by individuals, divisions, departments, or other entities within Johns Hopkins University and the Johns Hopkins Health System with limitations described below.

2. Students must be in good academic standing in order to be eligible for employment by the Johns Hopkins University and the Johns Hopkins Health System. Documentation of this standing will be coordinated by the Office of Medical Student Affairs.

3. If there are concerns raised about an employed student’s academic performance through the Pre-clerkship or Clerkship Student Assessment and Formational Committees, in addition to the usual supports offered in these situations, the student’s employment status will be reviewed by the Office of Medical Student Affairs in collaboration with the student. This could result in termination of University employment.

4. Students must submit a form (see appendix) to the Office of Medical Student Affairs describing the proposed employment. This form also requires information from the proposed supervisor and an acknowledgement that the employer is aware of the Medical Student Employment Policy. Students must receive approval before beginning employment. The hiring entity should also reach out to the Office of Medical Student Affairs for further hiring guidelines before placing a student(s) on payroll (i.e. hiring information form, I-9, etc.)

5. Students’ total hours of employment may not exceed the maximum hours allowed by the University, currently 19.9 hours/week. Students are expected to adjust their work commitments as needed to ensure they, first and foremost, are able to meet the educational goals of the curriculum.

6. Students enrolled in a full-time research elective are exempt from this policy because they have no other curricular responsibilities. Note that only six weeks of paid elective credit can count toward the cumulative elective credit required for graduation.

Violations of this policy could result in termination of employment, disciplinary action, and/or referral to the Promotions Committee for review.