

STUDENT EMPLOYEE WAIVER FORM

UNIVERSITY
of ALASKA



Submission of this form is required when requesting a waiver to the University of Alaska Student Employment policies (P09.05.020-.030, see reverse), to waive current grade point average requirements of 2.0, or to request a workload of greater than 20 hours in student working hours. This form must be completed, signed by the student and the current supervisor, and submitted to the appropriate campus approving office (see list below) before any exceptions will be considered.

Note: Foreign nationals on temporary student visas (F-1 or J-1) are not permitted to work more than 20 hours per week while classes are in session and, therefore, are not eligible for a workload waiver.

UAA: Vice Chancellor, Student Affairs • UAF: Office of Rights, Compliance and Accountability • UAS: Dean of Students

Students: Please complete the information below and return to your supervisor.

Name: _____

Student ID # _____

Email: _____

Phone Number: _____

Mailing Address: _____

I am requesting a waiver to work outside the criteria established for student employment. This request is detailed below and is a waiver for:

Fall Spring Summer

Minimum GPA Requirement

Workload – Number of additional hours requested _____
(Work hours in excess of 20 hours per week or 40 hours per pay period) (Note: FICA taxes for Social Security and Medicare will be withheld from all wages if student employment regularly exceeds 39 hours a week.)

Other (please explain) _____
The reasons for my request are as follows (Please attach documentation, transcripts, or another sheet of paper for additional comments): _____

Student Employee Signature: _____ Date: _____

Supervisor Comments: _____

Supervisor Signature: _____ Dept: _____ Date: _____

Print Name: _____ Phone Number: _____

E-mail: _____ Fax Number: _____

Office Use Only

Current Cumulative GPA _____ Current Credit Load _____ Last Semester Enrolled _____

Approved Conditional Approval Denied Reviewed By _____

Comments/Conditions: _____ Date _____

Regents' Policy

Chapter 09.05 - Employment of Students (Excerpts)

P09.05.020. Terms and Conditions of Student Employment.

- A. Student employment status will be defined as nonexempt, temporary employment that is non-continuous and variable as necessitated by both department requirements and student academic schedules.
- B. Student employment has been designated as at-will employment. Because of the at-will nature of student employment, the student employee or the university may terminate employment at any time for any reason or no reason. Notice of termination initiated by either the student or the university must be made in writing. A student may appeal a decision to terminate to the director of the MAU human resources office. This review and determination is the university's final decision and is the exclusive remedy. Where applicable, the notification of final decision will also state that further redress of a final decision may be had only by filing an appeal with the Superior Court of Alaska in accordance with Alaska Appellate Rule 602(a)(2) within thirty (30) days from the date of the final decision.
- C. To be eligible for student employment, an applicant must:
 - 1. be enrolled in the university system with a minimum of six credit hours in the current semester of employment; or
 - 2. have been enrolled the preceding semester for six or more credit hours and demonstrate plans to enroll for six or more credit hours in the next semester for employment between semesters; and
 - 3. have at least a 2.0 cumulative grade point average (GPA) or approval from the chancellor or the chancellor's designee.
- D. Students enrolled in non-traditional programs of study will be considered eligible for student employment with the approval of the Senior Student Services officer.
- E. An applicant must provide evidence of enrollment as outlined above to substantiate employment eligibility.
- F. Individual campuses may implement more stringent eligibility requirements than those set out in C-E of this section. Regional human resources offices will make information regarding eligibility criteria available to students, faculty, and staff.
- G. Because employment must not interfere with class attendance, a student will not be eligible for student employment when the defined hours of work would interfere with the student's academic schedule.
- H. High school students who are enrolled or who intend to enroll with the university may be eligible for student employment. Requests must be in writing and forwarded to the MAU human resources office for review and consideration.

P09.05.028. Exemptions from Deductions Required by the Internal Revenue Service.

To be considered exempt from Social Security and Medicare tax, student employees must meet enrollment requirements stipulated by the Internal Revenue Service. The regional human resources offices will maintain, and make available, information regarding student taxation.

P09.05.030. Hours of Employment.

Student employment will normally not exceed 20 hours per week during a semester or 40 hours per week between semesters or during summer sessions. Regular and reoccurring exceptions to this schedule must be made in writing and approved in advance by the MAU chancellor or his/her designee. Notification of approved exceptions must be sent to the MAU human resources office.