2019-20 Student Employee Overtime Petition Form

Policy: Students working on campus are limited to 20 hours per week while class is in session and 40 hours per week during the breaks (Summer, Christmas Break, & Spring Break). If a student is enrolled half-time or more (6+ for undergraduate or 3+ for graduate) during the Summer, they are limited to 20 hours per week.

Under extenuating circumstances, students may petition to be allowed to work over 20 hours per week for a short period of time but not more than 30 hours per week to comply with the Affordable Care Act. In order to submit a petition, students must complete this form and include a statement (email is ok) from their supervisor regarding why the overtime is needed in this particular situation.

Petitions must be submitted at least 10 business days prior to the time in question. Late petitions may be denied if there is inadequate time to review them.

1. Position Name:

2. Supervisor Name:

3. Number of Hours per Week Requested & Why:

4. The Expected Duration of the Overtime:

5. Explanation of How Student will Maintain Satisfactory Academic Standing while Working Additional Hours:

I have provided a response to all questions above.

I have attached a statement from my supervisor regarding the departmental needs that necessitate this request.

Student Signature
Date
Phone
Email