# GraduateSchool_2color.jpgGraduate Student Employee

Workload Exception Request

A Workload Exception Request required for graduate student research, teaching, or service assistant requesting a waiver to the Board of Regents policy prohibiting work more than 20 hours per week or 40 hours per pay period.

**IMPORTANT NOTE:** Foreign nationals on temporary student visas (F-1 or J-1) are not eligible for a workload waiver.

|  |  |
| --- | --- |
| STUDENT NAME | STUDENT ID |
| EMAIL | PHONE NUMBER |
| **I am/will be a:** |
| **Research Assistant (RA) working \_\_\_\_ hours per** | *If you have dual appointments, select both options and note the number of hours you will be working for each.* |
| **Teaching Assistant (TA) working \_\_\_\_ hours per week** |
| **Service Assistant (SA) working \_\_\_\_ hours per week** |

**I am requesting a waiver to the Board of Regents workload policy to work \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_additional hours per week for a total of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hours per week for the duration of my assistantship. I understand that if my assistantship appointment changes, I will need to resubmit this form.**

*Note: FICA taxes for Social Security and Medicare will be withheld from all wages if student employment regularly exceeds 20 hours per week.*

In the space below, explain how you will ensure your increased work hours will not jeopardize pursuit of your degree.

|  |  |
| --- | --- |
| Student Signature: | Date: |
| **Faculty Advisor Signature:** |
| Printed Name and Date: | Comments: Approved Not Approved  |
| **Graduate Assistant Supervisor Signature** |
| Printed Name and Date | Comments: Approved Not Approved  |
| **Graduate School Dean Signature:** |
| Printed Name and Date | Comments: Approved Not Approved |
| ***Human Resources Office Use Only*** |
|  Approved Not Approved  | Approved/Reviewed by:  |
| Conditions: |

Copies to Student, Hiring Department, Degree Program Department, and Human Resources

UAA is an AA/EO employer and educational institution and prohibits illegal discrimination against any individual: [www.alaska.edu/nondiscrimination.](http://www.alaska.edu/nondiscrimination)

**Regents’ Policy**

### Chapter 09.05 – Employment of Students (Excerpts) P09.05.020. Terms and Conditions of Student Employment.

1. 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.
2. 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 regional 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. 09.05 2 Employment of Students
3. To be eligible for employment as a student assistant, 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.
4. Students enrolled in non-traditional programs of study will be considered eligible for employment as a student assistant with the approval of the senior student services officer.
5. Individual campuses may implement more stringent eligibility requirements than those set out in C-D of this section. Regional human resources offices will make information regarding eligibility criteria available to students, faculty, and staff.
6. Because employment must not interfere with class attendance, a student will not be eligible for employment as a student assistant when the defined hours of work would interfere with the student’s academic schedule unless revised hours of work can be accommodated by the hiring department. (06-05-15) P09.05.022. Limitations to Student Employment. A person employed in a student assistant job may not simultaneously hold a regular, term or temporary position with the university.

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### 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 chancellor or his/her designee. Notification of approved exceptions must be sent to the regional human resources office. International students in the U.S. immigration status F-1 or J-1 are restricted to no more than 20 hours of employment per week during a semester in accordance with U.S. immigration regulations.