

Submission of this form is required when requesting a waiver of the University of Alaska Anchorage Student Employment Guidelines and Procedures. This form must be completed, and signed by the current supervisor, and submitted to the campus approving office before any exceptions will be considered or granted. 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.

**Please fax this form to the Vice Chancellor for Student Affairs office at 786-6109**

Supervisor: Please complete the following:

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Current Cumulative GPA: \_\_\_\_\_ Current Credit Load: \_\_\_\_\_ Last Semester Enrolled: \_\_\_\_\_

Visa Status:  F1  J1  None

Workstudy:  Yes  No

This waiver request is for the following dates: \_\_\_\_\_ to \_\_\_\_\_

Workload – Number of additional hours requested \_\_\_\_\_

*(Work hours in excess of 20 hours per week)*

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

Other (please explain) \_\_\_\_\_

The reasons for this request is: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Dept: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**Office Use Only**

Previous hours waived: \_\_\_\_\_ Previous requests: \_\_\_\_\_

Approved  Conditional Approval  Denied

Comments/Conditions: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Copies to:  Department

HR Consultant

\_\_\_\_\_

# STUDENT EMPLOYMENT GUIDELINES AND PROCEDURES

UAA student employment positions are intended to offer convenient, on-campus employment opportunities to as many UAA students as possible. In addition, student positions are intended to be part-time, temporary positions that supplement other sources of students' financial support and promote academic and career development, whenever possible. Student employment classification is not intended to replace temporary employee classification.

The UAA Vice Chancellor for Student Affairs or designee is the MAU approving authority for exceptions to the UA Board of Regents Policy 09.05.00, University Regulation 09.05.00, and/or applicable MAU rules and procedures for any student employee at the Anchorage campus and other UAA community campuses or sites.

## A. General Eligibility Requirements for UAA Student Employment

1. To be eligible for student employment at UAA, a student must:
  - a. be enrolled in the university system with a minimum of six credit hours in the current semester of employment; or
  - b. for employment between semesters, have successfully completed six or more UA credit hours in the preceding semester and demonstrate plans to enroll for six or more credit hours in the next semester; and
  - c. not work hours which interfere with class attendance; and
  - d. have at least a 2.0 cumulative grade point average.
    1. A UAA supervisor may seek a one-time exception for a student employee whose cumulative grade point average falls below 2.0 or who has not successfully completed six or more UA credits in the preceding semester. The supervisor must submit a completed UAA Student Employee Waiver Form to the UAA Vice Chancellor for Student Affairs or designee and receive approval in advance of hiring or continuing a student employee.

## B. UAA Student Employment Limitations

1. UAA students on F-1 and J-1 visas issued for UAA programs cannot work more than twenty hours a week during fall or spring semesters. In very limited circumstances, the Vice Chancellor for Student Affairs can grant exceptions for additional work hours during fall or spring semesters provided the international student meets other UAA and United States Citizenship and Immigration Service eligibility requirements for on-campus employment.
2. During fall and spring semesters, UAA student employees may not work more than twenty hours per week, without supervisors receiving the advanced written approval from the UAA Vice Chancellor for Student Affairs or designee. Using the UAA Student Employee Waiver Form, supervisors may request written approval for a student employee to work more than twenty hours a week during fall or spring semesters if the student meets the terms and conditions for student employment, as defined by Regents' Policy 09.05.02, MAU rules and procedures, and:

- a. the student is specifically skilled in an academic or vocational discipline where no other student employees are available and the exception is only for a specified short term; or
  - b. the student is in the final phase of a degree program and in a University-approved academic internship; or
  - c. the department has a limited, one-time emergency or a short-term need for additional student staffing.
3. UAA student employees in Federal Work Study funded-positions must consult with the Federal Work Study coordinator in the UAA Student Financial Aid Office prior to accepting additional work hours to learn the effect that additional work hours might have on their funding status.

## C. General Exceptions to UAA Student Employment Limitations

1. Provided student employees meet the conditions stated in Regents' Policy 09.05.00 and the eligibility requirements listed in section A of the UAA Student Employment Guidelines and Procedures, student employees, including students on F-1 and J-1 visas, may work more than twenty hours per week without advance approval from the Vice Chancellor for Student Affairs or designee during:
  - a. winter break, after the students last final exam of the fall semester up through the Saturday preceding the official first day of instruction of the spring semester; and
  - b. spring break, from the Sunday which begins the official spring break week when classes are not in session through the Saturday ending that same week; and
  - c. summer session, after the students last final exam of the spring semester until the official first day of instruction of the fall semester.

## D. General Expectations

1. The UAA Student Code of Conduct applies to individuals working in a student employee classification, in addition to applicable employment laws and other federal, state, municipal, and University requirements. The code of conduct applies to new and continuing students even though they may not be currently enrolled while working, such as during summer sessions.
2. All student employment positions at UAA have potential to serve as learning laboratories. Supervisors are encouraged to: (1) develop learning outcomes for all student employee positions, (2) engage student employees in developmental conversations about the learning outcomes, and (3) periodically review the position responsibilities and employee performance to ensure learning outcomes remain appropriate and achievable.