

Request for Exemption From One-Position Limit

Hofstra University's policy prohibits student employees from working more than one position in a semester and from working more than a total of 25 hours per week*. In "exceptional circumstances," the student employee may appeal for approval to work a second position so long as the cumulative number of hours worked does not exceed the permitted amount, as stated above and by completing all parts of this form. Completed forms are to be submitted to Office of Student Employment located in the Human Resources Center, North Campus. Requests for exemptions will be responded to properly upon submission of all required information.

Student name: _____ Student Hofstra ID #: (70) _____

Term for which the exemption is requested (please circle one): Fall or Spring of _____

Please describe the exceptional circumstance(s) involved in your request for an exemption:

Please outline your primary position on campus:

Position title: _____ Department: _____
Location: _____ FWS ? Yes or No # Hours to be worked per week: _____
Days/Hours Mon: _____ Tues: _____ Wed: _____ Thurs. _____ Fri: _____ Sat: _____ Sun: _____

For department head to fill out:

I acknowledge that the student will be prohibited from working more than the maximum number of hours listed above and that the schedule noted above is accurate.

Department head's name: _____ Title: _____
Department head's signature: _____ Date: _____

Please outline the secondary position on campus you wish to have approved:

Position title: _____ Department: _____
Location: _____ FWS ? Yes or No # Hours to be worked per week: _____
Days/Hours Mon: _____ Tues: _____ Wed: _____ Thurs. _____ Fri: _____ Sat: _____ Sun: _____

For department head to fill out:

I acknowledge that the student will be prohibited from working more than the maximum number of hours listed above and that the schedule noted above is accurate.

Department head's name: _____ Title: _____
Department head's signature: _____ Date: _____

By signing below, I agree that I will not exceed the maximum permitted hours per week. I agree to inform both my supervisors of any changes to my work week hours. I understand that I cannot work more than the maximum number of hours per week in each listed position indicated on this form. Timesheets of my work hours must be kept for both positions and must be submitted timely (within 2 weeks from the designated pay period deadline). I acknowledge that the failure to abide by these terms may result in disciplinary action, including but not limited to, termination from employment.

Student Name

Student Signature

Date

* Federal Work Study students may only work up to 20 hours a week.

Human Resources Use Only

Name

Signature

Date