

2020 Student Employment Summer Exception Request Form

Name of Department: _____

Enter below or attach a spreadsheet with the Names and Banner ID's of the students for which an exception is being requested:

Specific exception requested and the rationale behind the request, including the business or academic need:

Because of the defined business or academic need, after consulting with Associate Vice President for Human Resources, I am granting the requested exception and allowing the students hired for this program or project to work more than 25 hours in the summer. I understand that if the exempted students qualify for health insurance, the institutional cost of the health insurance will be borne by my college or area/division.

Area/Department Head

Date

Area/Division/College Leader

Date

Executive of Area

Date

A signed copy of this form should be sent to:

1. Teresa Hardin, Human Resources
2. Vicki Clary, On-Campus Student Employment Coordinator