

# GRADUATE STUDENT EMPLOYEE WORKLOAD EXCEPTION REQUEST

Submission of this form is required for Graduate Student Research Assistants or Teaching Assistants who are requesting a waiver to the Board of Regents policy that prohibits working in excess of 20 hours per week or 40 hours per pay period. This form must be completed and signed by all requested parties before any exceptions will be considered.

**IMPORTANT NOTE: 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.**

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

I am/will be a:  Research Assistant working \_\_\_\_\_ hours per week If you have dual RA and TA appointments, please select both options and note the number of hours you will be working for each.  
 Teaching Assistant working \_\_\_\_\_ hours per week

**I am requesting a waiver to the maximum workload policy established for student employment and am seeking permission to work \_\_\_\_\_ additional hours per week for a total combined hours per week of \_\_\_\_\_ (not to exceed 40) for the duration of my assistantship(s). I understand that if my TA or RA 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 hrs/wk)*

In the space below, explain how you will ensure that there will not be any negative effect on your RA and/or TA position or the pursuit of your degree.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Student Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Committee Chair Signature: <span style="float: right;"><input type="checkbox"/> Approved <input type="checkbox"/> Disapproved</span>	
Printed Name: Date:	Committee Chair Comments
RA/TA Supervisor Signature: <span style="float: right;"><input type="checkbox"/> Approved <input type="checkbox"/> Disapproved</span>	
Printed Name: Date:	RA/TA Supervisor Comments
Graduate School Dean Signature: <span style="float: right;"><input type="checkbox"/> Approved <input type="checkbox"/> Disapproved</span>	
Printed Name: Date:	Graduate School Dean Comments

**Human Resources Office Use Only**

Approved  Conditional Approval  Denied Approved/Reviewed By \_\_\_\_\_

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

Date \_\_\_\_\_

## **Regents' Policy**

### **Chapter 09.05 - Employment of Students (Excerpts)**

#### **P09.05.020. Terms and Conditions of Student Employment.**

- A. 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.
- B. 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 MAU 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.
- C. To be eligible for student employment, 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.
- D. Students enrolled in non-traditional programs of study will be considered eligible for student employment with the approval of the Senior Student Services officer.
- E. An applicant must provide evidence of enrollment as outlined above to substantiate employment eligibility.
- F. Individual campuses may implement more stringent eligibility requirements than those set out in C-E of this section. Regional human resources offices will make information regarding eligibility criteria available to students, faculty, and staff.
- G. Because employment must not interfere with class attendance, a student will not be eligible for student employment when the defined hours of work would interfere with the student's academic schedule.
- H. High school students who are enrolled or who intend to enroll with the university may be eligible for student employment. Requests must be in writing and forwarded to the MAU human resources office for review and consideration.

#### **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 MAU chancellor or his/her designee. Notification of approved exceptions must be sent to the MAU human resources office.