



Multiple Positions Disclosure Form

Student Name:	Date:
Student ID #:	
Employee ID #:	

Multiple Positions and Maximum Hours Policy:

No student employee may work in excess of 25 hours per week (50 hours per two-week pay period) with no single week exceeding 40 hours during the fall and spring work terms. Student employees may work up to 40 hours per week during the summer work term. International student employees are limited to 20 hours per week (40 hours per two-week pay period), unless otherwise directed by the Office of International Affairs. When working in more than one student position on campus, combined hours of all positions may not exceed these maximums.

Any student working in more than one position at UCCS and/or any CU campus or system office must disclose this information at the time of application, via this form, to all supervisors of all positions so that hours worked remain within the maximums each work term. Should the student be hired into an additional job after already working the student is required to disclose and notify all supervisors immediately and complete a new Multiple Positions Disclosure Form.

The supervisor for each position must keep a copy of this form in the student's personnel file.

<i>Department Name</i>	<i>Hours Per Week</i>	<i>Supervisor Signature</i>
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Student Agreement: *I understand that I may not work more than 25 combined hours per week during the Fall and Spring semesters and 40 hours per week during the summer between all of the positions listed above. If I should get a new position, it is my responsibility to complete a new form and ensure that all supervisors sign this form and receive a copy. My signature below certifies that I have read the Multiple Positions and Maximum Hours requirement and if I am unable to abide by this policy I may be subject to disciplinary action and/or termination.*

<i>Student Signature</i>	<i>Date</i>
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