|  |  |
| --- | --- |
| **Student Name** | **UNM ID**  |
|  |  |

**TWO JOB MEMO – STUDENTS WORKING TWO JOBS**

Students working two jobs cannot exceeds the maximum number of hours indicated in the table below while working both positions. **Departments will be charged 100% excess for work study students who exceed the maximum weekly work hours allowed.**

Maximum work hours allowed for students per work week (Saturday through Friday):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Student Type** | **Fall** | **Intersession\*** | **Spring** | **Summer\*** |
| **Domestic Students** | 28 | 28\* | 28 | 28\* |
| **International Students** | 20 | 28\* | 20 | 28\* |

\*During the summer session and winter intersession, students may work up to 28 hours per week (with department approval) if they meet the following requirements:

1. Completed six (6) credit hours at UNM for the previous semester (Fall for intersession or Spring for the Summer semester) and,

2. Enrolled in at least six (6) credit hours for the upcoming semester at UNM (Spring for intersession and Fall for the Summer semester)

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

I am aware that the student named above is working for two departments. I understand that he/she **cannot** exceed the maximum hours per week allowed for students.

The number of hours the student will work up to is \_\_\_\_ hours per week for the **primary** position.

|  |  |  |
| --- | --- | --- |
| **Primary Department Name** | **Org #** | **Position # and Suffix** |
|  |  |  |

Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

I am aware that the student named above is working for another department. I understand that he/she is working up to \_\_\_\_ hours per week at the **primary** position and **cannot** exceed the maximum hours per week allowed for students.

The number of hours the student will work up to is \_\_\_\_ hours per week for the **secondary** position.

|  |  |  |
| --- | --- | --- |
| **Secondary Department Name** | **Org #** | **Position # and Suffix** |
|  |  |  |

Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Student Statement:**

I agree to adhere to the number of hours per week that are listed above for each department. I understand that exceeding the maximum hours allowed will result in the termination of both positions.

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Student Employment Office Approval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_