

## BYUH & PCC Co-Employment CLEARANCE FORM

**Instructions:** Student should fill out the top 6 boxes completely, then request each department fill and sign in the designated place, following the order below. Once completed, email the form to [student\\_employment@byuh.edu](mailto:student_employment@byuh.edu) or bring it to the student window for final approval.

Full Name:	Student ID Number:
Primary/Current Position Title:	Primary/Current Position Department:
Secondary Position Title:	Secondary Position Department:
Reason for Seeking New Position: <input type="radio"/> <b>Secondary Position</b> for: <input type="radio"/> To make 19 hours/week total between both jobs <input type="radio"/> Semester Break: working for _____ hours total between both jobs  New secondary position will be at: <input type="radio"/> <b>BYUH campus</b> <input type="radio"/> <b>PCC campus</b>	
<b>Primary/Current Department Supervisor Section</b>  Scheduled Hours to be worked of Current Position: _____ Signature of Current Department Supervisor: _____ Printed Name of Supervisor: _____ Date: _____	
<b>New Secondary Position Department Supervisor Section</b>  Start Date (Monday) of New Secondary Position: _____ Signature of New Position Department Supervisor: _____ Printed Name of Supervisor: _____ Date: _____	
<b>ISS International Student Section</b> <internationalstudent@byuh.edu>  Signature of International Student Services: _____ Printed Name of I <sup>2</sup> Rep: <sup>2</sup> _____ Date: _____	
<b>I-WORK International Student Section</b> <iwork@byuh.edu>  Signature of the I-WORK or Financial Aid Services: _____ Printed Name of I-WORK /FS: _____ Date: _____	
<b>PCC Human Resources Section</b> <hr-employment@polynesia.com>  Signature of the PCC HR: _____ Printed Name of PCC HR Rep: _____ Date: _____	
<b>Final Approval (Student Employment)</b> <student_employment@byuh.edu>  Signature of BYUH Student Employment: _____ Printed Name of SE: _____ Date: _____	

**Affidavit of understanding:**

I, \_\_\_\_\_, understand that while working in two on-campus employment positions (including the PCC), I must not exceed the University's total Work Hours limits, as defined below, and that I am solely responsible to ensure that I do not exceed the total Work Hours limits for any reason between both jobs.

I understand that ONE violation of the Work Hours limits will revoke my privilege of being able to work at two jobs and I will be terminated from one of my jobs immediately.

Exceeding the Work Hours limits includes 40.1 hours in a week during the summer/breaks, 19.1 hours in a week during the semesters, or not maintaining the 40/40/40/19 summer break schedule by not dropping to 19 hours or less on the 4th consecutive week of a break period.

Dual employment includes:

- Primary job is the first job you have.
- Secondary job is the job that you add to reach the total hours desired.
- All co-employment work hours must not exceed:
  - Summer or semester breaks: 40/40/40/19
  - During semester: 19 (this includes the first week of classes, even if classes begin in the middle of the week).
- One violation of the Work Hours limits will end your dual employment rights.

Example of overages during breaks:

40/40/40/19.6

40.1/40/40/19

As the above-named student, I acknowledge that I am solely responsible to limit my total on-campus hours (from single or dual employment positions) to 19 hours per week during the semesters and to a 40/40/40/19 schedule during breaks or my employment may be terminated for illegal employment. I am aware of the potential consequences of having my SEVIS status terminated for working illegally in the U.S.

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

\_\_\_\_\_  
Date