

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 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:
<p>Reason for Seeking New Position:</p> <p style="margin-left: 40px;">Secondary Position for:</p> <p style="margin-left: 80px;">To make 19 hours/week total between both jobs</p> <p style="margin-left: 80px;">Semester Break: working for _____ hours total between both jobs</p> <p>New secondary position will be at: BYUH Campus PCC Campus</p>	
<p>Primary/Current Department Supervisor Section</p> <p>Scheduled Hours to be worked in Current Position: _____</p> <p>Signature of Current Department Supervisor: _____</p> <p>Printed Name of Supervisor: _____ Date: _____</p>	
<p>New Secondary Position Department Supervisor Section</p> <p>Start Date of New Secondary Position: _____</p> <p>* Start date must be on a Monday.</p> <p>Signature of New Position Department Supervisor: _____</p> <p>Printed Name of Supervisor: _____ Date: _____</p>	
<p>ISS International Student Section <internationalstudent@byuh.edu></p> <p>Signature of the International Student Services: _____</p> <p>Printed Name of ISS Rep: _____ Date: _____</p>	
<p>I-WORK International Student Section <iwork@byuh.edu></p> <p>Signature of the I-WORK or Financial Aid Services: _____</p> <p>Printed Name of I-WORK/FS: _____ Date: _____</p>	
<p>PCC Human Resources Section <hr-employment@polynesia.com></p> <p>Signature of the PCC HR: _____</p> <p>Printed Name of PCC HR Rep: _____ Date: _____</p>	
<p>Final Approval (Student Employment) <student_employment@byuh.edu></p> <p>Signature of the BYUH Student Employment: _____</p> <p>Printed Name of BYUH SE: _____ Date: _____</p>	

Affidavit of Understanding:

I, _____, understand the requirements with working in two or more jobs between BYU–Hawaii and PCC. I am responsible to ensure that I must not exceed the total work hours limit as defined in the Work Hours Policy for any reason.

Dual Employment Includes:

- Primary job is the first job.
- Secondary job is the job that you add to reach the total hours desired.
- Student Employees will need to track their hours between their BYU–Hawaii and PCC positions in Workday and UKG not to exceed the 19 hours work limit.
- All co-employment work hours must not exceed:

SEMESTERS

Work up to 19 Hours per week. This includes the first and last week of the semester, even if the semester begins in the middle of the week.

BREAKS

Over 20 hours counts as a 40-hour week.

Fall Break (3 Weeks)

- Three weeks of up to 40 hours per week.
- If the current has a 4 week Fall break, then follow the 40/40/40/19 work schedule.

Spring Break (1 Week)

- One week of up to 40 hours for the week.

Summer Break (9 Weeks)

- 40/40/40/19 work schedule.
- Three weeks of up to 40 hours per week, with the fourth week of up to 19 hours for the week.
- If the current year has an 8-week summer break, then continue to follow the 40/40/40/19 work schedule.
- Examples of Exceeding Hours During Semester Breaks:
40/40/40/19.6
40.1/40/40/19

I acknowledge that I am responsible and will adhere to the University Work Hours Policy with regards to BYU–Hawaii and PCC Co-Employment. I also understand that **one violation will result in revoking my privilege** of being able to work two jobs and will be **terminated from one of my jobs immediately**.

Student Signature

Date