



Residence Life and Housing

UNIVERSITY OF COLORADO
COLORADO SPRINGS

UCCS Residence Life and Housing Additional Employment Form

The Department of Residence and Housing allows student staff to request permission from their supervisor(s) for approval to work or participate in a club for up to 10 hours per week (15 for returning staff). Per the University of Colorado Colorado Springs policy 300-020 effective July 1, 2014, stipulates the number of on campus hours allowed by a student employee. The maximum number of hours a student employee may work is 25 hours per week. This number is inclusive of all positions held on campus, across all departments and offices. Furthermore, RA positions require an average of 25 hours of a week of work. As a result, RAs will not be approved for additional on campus employment.

*Participation in clubs or organizations that are **non-paid positions do not count** against the 25 hour per week maximum. However, they do still factor into your 10 (new staff) or 15 (returning) hours per week allowed.

RAs can hold off campus jobs, the positions still need to be approved by your RHM. Additional employment requests must be submitted in writing to the Residence Hall Manager or designee. The RHM or designee must approve the request for employment/involvement before the RA has made a commitment to another employment opportunity. Employment expectations of the RAs, including staff meetings, training, hall opening, hall closing, selection, Housing functions, and other Resident Assistant events, take priority over outside employment.

Name of Employer:

Hours per week:

Location:

Nature of Employment:

Extracurricular Activities

Club Name:

Hours Per Week:

Extracurricular Activities

Club Name:

Hours Per Week:

Should my additional work be approved, I agree to work no more than 10 hours per week, and 15 hours for returning RAs. In addition, I understand that if my academic or work performance fails to meet expectations, permission to work in addition to the Resident Assistant position may be withdrawn.

RA Name: _____

RA Signature: _____

Approved on:

Not Approved:

Residence Hall Manager or designee