

Supervisor Request for Additional Crew Hours

Crew Name: _____

Crew Supervisor: _____

Justification for additional hours: _____

Job Description and/or skills necessary: _____

Hours/Time needed: _____

Is this a position only a crew member can accomplish: _____

If not, may the WPO pay a student that has signed up through the general labor pool request? _____

If yes, the name of the student you would like to employ: _____

Crew Supervisor Signature: _____ Date: _____

Dean of Work Approval: _____ Date: _____

Please return this form to the WPO - CPO 6325 for review - Deadline for all extra hours request is one week past the add/drop period each semester.

Student Requirements/rules:

- No student may work more than 5 additional hours for cash per week.
- The WPO will review the students academic schedule to ensure success in academics and work
- Student may not be on academic, social or work probation
- Student must have a current GPA of 3.0
- This is a one semester request - must reapply for each semester
- Academic advisor must approve the additional work hours