

# CERTIFICATION OF STUDENT STATUS

## Student Employment Regulations *(Please Read Carefully)*

University of Houston System policy (A.M. 02.A.34) defines student employees as individuals whose association with the university is for the primary purpose of furthering a formal education at either the undergraduate or graduate level. UH System policy permits the employment of such student at 50% FTE (20 hours per week) or less during regular academic sessions and up to 100% FTE (40 hours per week) during breaks between academic semesters.

UH-Clear Lake permits the employment of students, in accordance with the above guidelines, in the following categories:

**Non-affiliated student** – One who is enrolled at another institution of higher education or, in some cases, at a high school. There are some restrictions to the number of hours and times of day a high school student may work under the Fair Labor Standards Act (FLSA). A high school student employed to work at UH-Clear Lake is required to provide an employment release, signed by a parent or legal guardian, to the UH-Clear Lake Office of Human Resources before beginning work. High School Students and their supervisors are required to comply with these federal regulations scheduling work hours.

**Currently enroll student** – One who is currently enrolled at UH-Clear Lake.

**Continuing student** (not currently enrolled) – One who has been enrolled the previous semester and is scheduled to be enrolled the following semester and who is eligible for enrollment at the time the work is being performed. This category covers UH-Clear Lake students who are skipping a semester or skipping the summer sessions with plans to return in the fall.

NOTE: If a UH-Clear Lake student has graduated and has no definite plans to enroll the following semester, the individual may not be employed in a student employee category.

### **STUDENT EMPLOYEE CERTIFICATION**

I certify that I have read the student employment regulations presented above and that I understand them. I am eligible for employment at UH-Clear Lake in the following category:

- Non-affiliated student**
- Currently enrolled student**
- Continuing student (not current enrolled)**

I agree to notify the supervisor of my student employee position immediately if my status changes and I understand that a change in my student status may be grounds for termination of my student employment

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Please print (Last Name)	(First Name)	(M.I.)
<b>Signature</b>	<b>Date</b>	
Supervisor's Signature	Department	