

- c. Millersville University does not hire high school students, including dual enrollment students.
- d. A student enrolled at another college may be employed in certain areas such as tutoring when it can be documented that Millersville students are not available.

To employ a student who is not currently enrolled at the University, a supervisor must submit a "Request for Exception to Normal Student Employment Enrollment Requirement" form to the Payroll Office. The Payroll Director will review the request and submit it to the Executive Director of Human Resources who will make the final determination.

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Administrative

The student's current employment status (if the request is on behalf of an individual student) at Millersville University.

An affirmative statement that the student remains in good academic standing with a cumulative grade point average of 2.0 or higher.

The position for which the wage rate exception is being requested.
The rationale for the wage rate exception to include as much

**Millersville University
Request for Student Worker
Additional**