

Student Multi-Job Waiver (3rd Job Request)

Purpose: For students requesting a 3rd concurrent on-campus job. Focuses on verifying that no other students are available to perform the work.

Hartwick College — Student Multi-Job Waiver Form (AY 2026-2027)

Policy Reminder: Students are limited to two concurrent on-campus jobs (excluding RA positions) to ensure equitable access to campus employment. A third job requires Finance Office approval.

SECTION 1: STUDENT & CURRENT EMPLOYMENT DETAILS

Student Name: _____

Student ID: _____

Current Job 1: Department: _____ | Supervisor: _____

Current Job 2: Department: _____ | Supervisor: _____

SECTION 2: PROPOSED THIRD POSITION

Hiring Department: _____

Position Title: _____

Anticipated Weekly Hours: _____

Hiring Supervisor: _____

SECTION 3: LABOR AVAILABILITY VERIFICATION (To be completed by Hiring Supervisor)

Justification: Please explain why other available students on campus cannot reasonably perform this work. For example, is this position only available to certain students:

SECTION 4: SIGN-OFFS & APPROVAL

Student Signature: _____ **Date:** _____

Finance Office Action: ☐ Approved ☐ Denied

Finance Reviewer Signature: _____ **Date:** _____