

Career Services / Student Employment **career_services@wright.edu**

Instructions for International Student One-Time Appeal for Reinstatement of Student Employment following violation of Maximum Working Hours per Week (in All Jobs Combined)

1. The student composes their action plan to prevent future violations, which may include but not be limited to the following suggestions:
 - a. If student is simultaneously employed in multiple student employment positions, notify all supervisors of the other positions – they will need to coordinate hours for combined schedules.
 - b. Enter hours on student time sheet daily, upon completion of a work shift, so all parties can monitor the running total of hours worked.
 - c. As the student approaches the limit on maximum working hours per week in all jobs combined, they should notify all supervisor(s) so the supervisor(s) do not schedule shift work or tasks that will result in a violation.
 - d. If student believes assigned shift hours will violate the limit on maximum work hours, alert supervisor(s) prior to the shift.
2. The student emails their action plan to their supervisor(s) and discusses the plan.
3. Then the supervisor(s) each compose their own email describing their own action plan to prevent future violations, which may include but not be limited to the following suggestions:
 - a. If the student is employed in multiple positions, all supervisors together coordinate the weekly scheduled hours.
 - b. If the student works in multiple positions, calculate all hours worked in all positions combined, to monitor the total.
 - c. Ask students to enter their hours worked on their time sheet at the end of their shift each day they work. Calculate totals daily.
 - d. Supervisors monitor all hours a student has already worked each week and do not schedule a student for additional hours that will / may result in the student exceeding the weekly limit.
 - e. As the student nears the limit on maximum working hours in all jobs combined, do not schedule the student for a shift where the number of hours will be open-ended due to the nature of the work.
4. The supervisor sends their plan to career_services@wright.edu , attaching the student plan to their email.
5. In a separate email, the University Center for International Education (UCIE) will impose a student employment suspension during which the student may not work. The length of the suspension is at the discretion of UCIE.
 - a. The student schedules an appointment to occur during the suspension, per the email from UCIE.
6. The UCIE representative will email career_services@wright.edu indicating whether or not a reinstatement of student employment is supported by UCIE.

7. Career Services will review the emailed action plans and the UCIE recommendation and will make a determination on reinstatement.
8. Career Services emails the outcome to supervisor(s).
9. Appeals will not be considered for terminations due to repeat violations of Maximum Working Hours per Week policy.

A different appeal process applies to domestic students.

To ensure compliance with student employment policies, procedures and protocols, proactively review all pages in the On-Campus Student Employment section of the Career Services website:

- [Job Postings & Student Eligibility](#)
- [Hiring Process](#)
- [While On The Job](#)
- [Separate, Terminate, Verify](#)