

## Student Hiring Freeze Exemption Request Form

**1. Request Type:**

*Check only one and provide all applicable information*

New Student Hire

(A new position in addition to the total number of students from Fall 2017)

Fill Vacant Position

(Replacing a former student employee who left after Fall 2017 semester)

Name of Former Student: \_\_\_\_\_

EKU ID Number: \_\_\_\_\_

**2. Budget Information:**

Salary Rate: \_\_\_\_\_

Org. Number: \_\_\_\_\_

Funding Source

Institutional      Grant

**3. Position Information:**

Position Title: \_\_\_\_\_ Department/Unit: \_\_\_\_\_

Position Description:

**4. Justification: (Check all that apply.)**

- Critical to public safety and/or delivery of essential University services.
- Critical to continuation of operations and/or University mission.
- Critical to academic excellence.

*Provide an explanation of identified critical need(s) below.*

**5. Signatures:**

Position Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Department/Unit Head: \_\_\_\_\_

Date: \_\_\_\_\_

**Student requests** are submitted to Human Resources, Coates CPO 24A.

**6. Final Approval:**

HR Signature: \_\_\_\_\_

Date: \_\_\_\_\_