



Overload Request Policy

An Overload Request is done when a department wishes to increase the number of hours a student is working. Overloads are reserved for U.S. citizens or Permanent Residents only.

INTERNATIONAL STUDENTS ARE NEVER ALLOWED TO HOLD OVERLOADS. This is due to their visa status and their allowable tax limit.

Requests are always addressed to Dr. David Zeh, Dean of the Graduate School and come from the student's academic advisor.

Overloads should be submitted on department letterhead with all necessary signatures.

An Overload can be done as one of the following:

- LOA
- Casual Labor
- Student Worker
- Additional 10-hour Assistantship

When a student accepts an overload as either an LOA or Casual Labor overload, FICA is taken from their pay due to loss of student exemption. When a student accepts an overload as a Student Worker or an additional 10-hour Assistantship, they **DO NOT** lose their student status, and FICA is **NOT** taken from their pay. Student Employment and Assistantships are the only job classes that student status is kept. Student's granted Overloads are permitted to work up to 30 hours a week at a 75% FTE level.

All Overload Requests with more than one department as an employer must sign the overload request before it will be processed. This is to ensure that all departments and academic advisor are aware of the additional workload to which the student has agreed.

Please note: **Overload Requests are NOT Exception to Policy memos. Exception to Policy memos only deal with Academics. Overloads only deal with pay.**

SAMPLE ONLY OVERLOAD REQUEST MEMO

UNIVERSITY OF NEVADA, RENO
MEMORANDUM:
Overload Request

DATE:

TO: Dean David Zeh, Dean of the Graduate School

FROM: (name of who is requesting the memo)

FROM: (Department making the request)

SUBJECT: OVERLOAD REQUEST FOR: (student name), EMP ID#: and NSHE ID #

Please allow (student name) to work an additional?-hour Graduate Teaching Assistantship for (Name of Class) during the (for what semester). We understand that an additional 10-hour half-time Graduate Assistantship accompanies this position. Should (SN) be permitted to receive both graduate assistantships, the FTE will be below 75% and will only be working a maximum of 30 hours per week. We believe (SN) is highly deserving of an overload permission for numerous reasons. (SN) is an academically strong student, with a GPA of 4.0, and consistently demonstrates an impressive work ethic, and is passionate about teaching and will do well in both positions. Therefore, we are confident (SN) will be able to handle the extra work with minimal to no conflicts between the two assistantships and it will not interfere with progress toward completing the degree requirements. We request (SN) be granted an overload permission for the (semester). The student and all departments involved are aware of the additional FICA withholdings incurred due to the loss of student exemption. Please approve this exception to policy for this additional appointment. *(Please print and sign below)*

Academic Advisor	Signature of Academic Advisor	Date
------------------	-------------------------------	------

Job 1:	Signature of Dept. Supervisor	Date
--------	-------------------------------	------

Job 2:	Signature of Dept. Supervisor	Date
--------	-------------------------------	------

Job 3:	Signature of Dept. Supervisor	Date
--------	-------------------------------	------

Contact Person: (contact if we have questions and who we send the signed memo back to)

Name:

Phone:

Email:

UNIVERSITY OF NEVADA, RENO MEMORANDUM

Overload Request

DATE:

TO: Dr. David Zeh, Dean, Graduate School

FROM: (Student advisor name)

FROM: (Department)

SUBJECT: Overload Request for:

Employee ID #

Print Name of Academic Advisor

Signature of Academic Advisor

Date

Job #1 Print Name of Dept. Supervisor

Signature of Dept. Supervisor

Date

Job #2 Print Name of Dept. Supervisor

Signature of Dept. Supervisor

Date

Job #3 Print Name of Dept. Supervisor

Signature of Dept. Supervisor

Date

Contact Person:

Full Name

Department

E-mail

Telephone

Graduate School Approval

Date