

Hiring Exemptions: Should an exemption to Casper College Student Employment Policy [1400:05:07](#) be requested, documentation must be provided with the request. E-mail the exemption request to the vice president of your division for approval. The VP will forward the approval/disapproval to the Career Center director.

Documentation must detail the following:

- A. Reason(s) why an exemption is necessary.
- B. Consultation with the immediate supervisor and with the Career Center Director to explore modifying the position description.
- C. Other attempts to fill the position that would not require an exemption to the work study policy.