GUIDELINES FOR SUPERVISORS OF STUDENT EMPLOYEES DURING UNIVERSITY CLOSURE

In these unprecedented times, the University is sensitive to the financial impact this closure has on our temporary workforce, which includes our student employees. Supervisors are encouraged to be creative in providing work to be performed during university closure. The following guidance applies to both graduate and undergraduate student employees.

- Are current student employees allowed to continue working during the University closure due to COVID-19?
  - Yes, the University is allowing current student employees to continue working where possible. However, similar to faculty and staff, whenever possible work is to be performed remotely.

- Does this include Federal Work Study students?
  - Yes, this includes Federal Work Study students.

- Can Departments allow any on-campus work to be performed by students during this time?
  - In very limited circumstances, departments may identify mission critical student jobs that must continue to be provided on-campus. These should be exceptional situations and should adhere to the guidance provided by Student Health Services.

- Is there a limit to the number of hours a current student employee is allowed to work per week during the closure?
  - Yes, students are advised to limit their hours worked to no more than their average hours worked per week prior to the closure and should not exceed 20 hours per week. For students who are continuing to work in multiple jobs, the hours worked in each job should be accurately reflected in ITAMS.

- What tasks are appropriate to assign the students who are working remotely?
  - If possible, ask them to continue performing similar work to what they do when working on campus. If this is not possible, be creative in providing the students some tasks such as documenting business processes or preparing desks manuals for what they do on a daily basis. Also, consider providing them development tasks to do such as watching informational videos, reading or researching topics, drafting proposals, or other such work that will continue to develop their knowledge and skills.

- How do I ensure the student gets paid for the time worked?
Nothing has changed with this process. For hourly student employees, simply ensure the student enters their time worked in ITAMS and that you approve the time by the published deadlines. For salaried student employees, no entry into ITAMS is required for them to be paid.

- Additional information for Graduate Assistants is available from the Graduate School.
- Additional information for Research Assistants is available from the Office of Research.