

Subject: Student Employment Policy

The University recently approved a change to the Student Employment Policy.

In response to the current circumstances, existing language in the Student Employment Handbook, section XIV. Supervision, which stated:

Student employees are not allowed to work at home. All work must be conducted under departmental supervision.

now reads:

Student employees primarily work in the office, in the field, and in the laboratory and all work must be conducted under departmental supervision. Under extreme circumstances, requests for student employees to work remotely may be approved, on a case-by-case basis, by the Vice President of the Division.

Ongoing operations in many units rely on student work and current conditions around the world and in our local community are extreme. If employing students at the undergraduate or graduate level allows your unit to maintain operations and meet performance objectives, please submit student names for approval to the Vice President of your Division.

Federal work study students should continue to remain on payroll and are approved to continue drawing these funds.

G. David Johnson

Provost and Senior Vice President, Academic Affairs

The above message was approved by the Office of Marketing and Communications for the University mass email system.
