Dear student employee supervisors,

Thank you for your patience, flexibility, and resilience as we work together through this challenging and stressful time. With the university moving to remote learning for the remainder of the semester, many of you have questions related to student employment. Know that the health and safety of our students is at the forefront of the university’s concern when making decisions related to the COVID-19 pandemic.

The student employment plan from March 16 through the remainder of the spring 2020 semester is as follows:

**All work study and non-work study, grad and undergrad students will be paid according to their regular schedules even if they do no work. Details are below on how to report time.**

1. All work study and non-work study, grad and undergrad students are **strongly discouraged** from coming to work on campus. This is to minimize the amount of people on campus. Exceptions may be made on a case-by-case basis by the supervisor in consultation with the division leader.

2. Student employees who already work remotely in their student employee position, and can continue to do their job remotely, may do so and report and submit their work time online for approval as usual.

3. Student employees who don’t typically work remotely may do so if Supervisors have work they can provide to the students.

   Note: Supervisors can’t require student employees to work remotely as they may not have the resources. Also, Supervisors will need to be conscientious about the security and confidential nature of any materials/information that students would be using and/or working with while in an unsecured off campus location.

4. Student employees who are unable to work remotely, will be paid for their regular scheduled shift times and should report and submit their time as they usually do through 5/3/20. Students who are not working should include “**Hours reported not worked due to COVID-19**” in the comment section of their time sheet for each pay period. If the students forget to do this, Supervisors should add it in when they approve their time.

Below is a copy of the communication that student employees are receiving. Supervisors should follow up with each of their student employees regarding their specific position to determine and clarify who will be able to work remotely and who won’t be able to work for the remainder of the spring semester. Also, confirm scheduled hours with them so that it is clear what hours they should report for each pay period.

Please contact Student Employment with any questions at 4880 or claryv@xavier.edu.
Dear student employees,

Thank you for your patience, flexibility, and resilience as we work together through this challenging and stressful time. With the university moving to remote learning for the remainder of the semester, many of you have questions related to student employment. Know that the health and safety of our students is at the forefront of the university’s concern when making decisions related to the COVID-19 pandemic.

The student employment plan from March 16 through the remainder of the spring 2020 semester is as follows:

1. All work study and non-work study, grad and undergrad students will be paid according to their regular schedules even if they do no work. Details are below on how to report time.

2. Student employees who already work remotely in their student employee position, and can continue to do their job remotely, may do so with their Supervisor’s permission and guidance. Student’s will report and submit their work time online for approval as usual.

3. Student employees who don’t typically work remotely, may have the opportunity to do so if their Supervisor has determined there is work that could be done remotely. Students who are asked to work remotely won’t be required to do so if they don’t have the proper resources and tools to do so. These students will still be paid.

4. Student employees who are unable to work in their Xavier on-campus or off-campus position, will still be paid for their regular scheduled shift times per your Supervisor’s guidance and should report and submit their time as they usually do through 5/3/20. Students who are not working should include “Hours reported not worked due to COVID-19” in the comment section of their time sheet for each pay period.

5. Students who work in a Xavier off-campus position for external employers may continue to work at those sites, including the Xavier Federal Work Study (FWS) - Community Service Job Program (CSJP) organizations. If you will be unable to work at these organizations, please contact the employer immediately and let them know so that they can make arrangements to cover your position responsibilities. FWS CSJP Students should expect an additional e-mail from Student Employment with specific instructions regarding reporting time whether you are able to work or not.

Student employees should contact their supervisors first with questions or issues, but may also contact Student Employment with any questions or issues at 745-4880 or claryv@xavier.edu.