

**From:** [Student Employment](#)  
**To:** [Abati, Heather](#)  
**Subject:** Student Employment Update  
**Date:** Friday, July 17, 2020 3:45:55 PM

# Student Employment Update

July 17, 2020

To: Supervisors of students employed in on-campus jobs  
From: Student Employment Office  
Subject: Update on Student Employment Guidelines AY2021

Undergraduate and Graduate & Professional School students will be eligible for employment during the 2020-21 academic year. Employers must comply with the Yale's [Workplace Guidance](#) and [Health & Safety Guidelines](#) when employing students in on-campus jobs. If a position can be performed remotely, the student should be hired as a remote worker.

## Yale College students

Employers must follow the hiring hierarchy when [employing a Yale College student](#):

1. For the first two weeks after a student job is posted or until September 14 ( whichever is later), it may only be offered to students receiving financial aid and who are enrolled in residence.
2. After a student job has been posted for two weeks or September 14 (whichever is later), and after the Student Employment Office has determined that no other qualified student on aid is seeking the position, it may be offered to other enrolled students as the second priority. Students enrolled remotely will not have access to campus, so they may only be employed in jobs that can be performed remotely. Remote jobs can be offered to students on leave as the third priority.
3. Some student jobs, such as Undergraduate Learning Assistants, need to be filled well before September 14, so they will post earlier deadlines with priority given to enrolled students receiving financial aid, approved to live on or near campus.

## Graduate & Professional School students

Employers are encouraged to hire students who are receiving financial aid and who are enrolled in residence.

## Additional Information

- Students on a leave do not qualify for Federal Work Study or the Provost Split
- Incoming students who have deferred their enrollment (taken a gap year) are not eligible for employment
- Students on leave will have employment taxes withheld from their paycheck as they are not enrolled students

- The student employment website will be updated to show the students enrollment status in order for employers to make the appropriate hiring decision
- Enrolled students may only work up to 19 hours per week during the academic year. For the fall term, the dates are August 30, 2020 through December 19, 2020 with Thanksgiving week (November 22, 2020, through November 28, 2020) being the only exception.

Please let us know if you have additional questions and we will update the guidelines as appropriate.



**Student Employment Office | 246 Church Street, Suite 201**

**Hours of Operation: Monday-Friday 8:30am-4:30pm**

**Office: (203) 432-0167 | Fax: (203) 432-8111**

**Email: [student.employment@yale.edu](mailto:student.employment@yale.edu)**

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This email was sent by: Yale University  
246 Church St, New Haven, CT, 06520 US