

## Update on Student Employment Guidelines

Student Employment <student.employment@message.yale.edu>

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To: Student Employment Office <student.employment@yale.edu>

# Student Employment Office

April 14, 2020

Please note the following three important updates to the policies regarding the employment of students after May 9.

1. As announced in the SEO guidelines distributed on March 18, students who work remotely during the remainder of the spring term should enter their actual hours worked in the appropriate timesheet. This policy will remain in effect after May 9, as long as the work is essential to the department's operations and approved by SEO. A department must receive permission from SEO to hire a student to work remotely after May 9.
2. Payments for work that is not needed or cannot be performed remotely will end on May 9. Hire dates beyond May 9 will be automatically changed to May 9.
3. The hiring freeze announced by the Provost and Senior Vice President for Operations last week does not apply to student employees, either during the summer or during the 2020-21 academic year. We encourage departments to hire students during the academic year, giving first preference to financial aid students, as this is a critical source of income for many students.
  - Wage rates will remain the same in 2020-21:
    - Level 1 = \$12.75
    - Level 2 = \$13.25
    - Level 3 = \$13.75
    - Level 4 = \$14.25
    - Level 5 = \$14.75.
  - The Provost's match will continue for qualified undergraduate students.

### Process and Procedures:

- All current hires will have their hire end date updated to May 9, 2020.
- In order for a student to continue to work remotely after May 9 as described above, the Business Officer will need to submit the "Extend timesheet end date" form completing all of the required fields.
- New hire requests must have hire dates between May 10 – August 29, 2020, and all fields must be completed on the hire request form.

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

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**Yale**

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

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

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