

Student Employment Update

May 29, 2020

To: Supervisors and Hiring Managers of students employed in on-campus jobs

From: Student Employment Office

Subject: Update on Student Employment Guidelines during the first phase of research reactivation

As announced by the Provost on May 13 (<https://research.yale.edu/provost-announcement-campus-contingency-planning>), the University will begin a phased reopening of the campus on June 1. Although this phased approach is currently focused on research, it will be a useful framework for the reactivation of other functions on campus. More information about the phased approach can be found [here](#). In Phase 1, a limited number of faculty, staff, and trainees will be allowed to return to campus to perform research that can be conducted only on campus, subject to explicit permission. Phase 1 will also include a limited reactivation of essential library services. All aspects of research, data analysis, writing, reading, and communication that can be conducted outside of university facilities must continue to be performed off campus. On May 27, the Vice Provost for Research issued further information about the process for receiving permission to reactivate research and return to campus. [Yale Research Phase 1](#) Please note the following important updates to the policies regarding the employment of students after June 1.

1. Only graduate and professional school students will be allowed to work on campus if campus access is absolutely essential for the research activity being conducted. If the work can be done remotely, it must continue to be performed remotely. Please refer to the [Yale Environmental Health & Safety](#) site for additional information.
2. Undergraduates may not participate in in-person, on-campus activities. For example, undergraduates may not work in offices, laboratories, libraries, or museums on campus. Undergraduates may not conduct university-sponsored field research. They may work for faculty members and university departments, but must conduct this work remotely.

Process and Procedures:

- When hiring a graduate or professional student that will be working on-campus, you must answer the question **“Is this a hire for essential work that will be performed remotely?”** with **‘No’**.
 - You must follow up the hire request with an email to student.employment@yale.edu with confirmation that the student has been approved to return to campus.
 - The subject line should state “On Campus Employment Approval” so we can quickly identify the pending hires and attach the approval email to the hire request.

Please refer to the below sites for Yale’s guidance on returning to work

- [Returning to Yale](#)
- [Yale College FAQs](#)
- [Yale Environmental Health & Safety](#)
- [Phase 1 Research Reactivation](#)

Yale

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