TO: Supervisors of University Assistants & Student Employees

FROM: Mr. Fred Cratty, Chief Human Resources Officer

RE: Summer 2020 Employment

DATE: May 8, 2020

I hope that you are staying safe and healthy during these unprecedented times. I recently have received a number of questions as to what will happen with regards to University Assistants and Student Employees following the conclusion of the Spring semester on Friday, May 21st. Below is a breakdown of how we will proceed with each employment category.

University Assistants

- Will continue to perform their duties via teleworking until the completion of their contract on June 30th, or earlier if applicable.
- Those who were unable to perform their duties via teleworking will continue to be paid for their scheduled work hours until the completion of their contract on June 30th, or earlier if applicable.
- New contracts will only be issued for July 1st and later for those positions where the duties can be performed via teleworking.
- Once employees are able to return to working on campus, we will re-evaluate the possibility of issuing contracts to those individuals who can only perform their job duties on campus.

Student Employees

- Will continue to perform their duties via teleworking until the completion of the Spring semester, which will be on May 21st.
- Those who were unable to perform their duties via teleworking will continue to be paid for their scheduled/average work hours until the completion of the Spring semester on May 21st.
- Summer Student Employee Appointment Forms will only be accepted for those positions where the duties can be performed via teleworking. The summer dates of employment will be from May 22nd – August 27th.
- Once employees are able to return to working on campus, we will re-evaluate the possibility of accepting Student Employee Appointment Forms for those individuals who can only perform their job duties on campus.
- Graduating seniors who are able to perform their job duties via teleworking will be eligible to be hired to work during the summer until June 30th, as per current practice.

If you have any questions, please feel free to contact me at either my phone number or email address listed below.