

March 19, 2020

To: All supervisors of Undergraduate Student Employees

From: The Office of Student Employment

Dear Colleagues,

We are writing to provide updated guidance on undergraduate student employment in light of the COVID-19 crisis. Thank you for your patience as we've worked to devise an equitable and consistent policy in the midst of this unprecedented disruption. Please feel free to share this guidance with your undergraduate student employees, and direct any questions you may have to seoffice@princeton.edu.

Accommodation for Student Work missed due to COVID-19:

Student workers on financial aid who cannot work remotely, or whose department is not operational, will be accommodated for work hours missed between March 23, 2020 and May 17, 2020. To qualify for this accommodation, the following criteria must be met:

- 1) The student must be a recipient of need-based aid from the University.
- 2) The student must have worked for the University earlier in the spring term, between January 27, 2020 and March 8, 2020.
- 3) The student must not be working for the University either remotely, or in person between March 23, 2020 and May 17, 2020.

Students who meet the criteria above will be paid via the normal bi-weekly cycle for the pay periods between March 23, 2020, and May 17, 2020. This accommodation pay will be based on each student's average weekly earnings between January 27, 2020 and March 8, 2020. Students who receive COVID-19 accommodation pay between March 23 and May 17 may not request sick time during this period.

Students who do not meet the criteria above will not receive accommodation pay during this period. Students who are recipients of Federal Work-Study (FWS) and reach their earnings limit will be reviewed on a case-by-case basis. We cannot guarantee accommodation pay to students whose FWS earnings are exhausted.

A note for employers: The Student Employment Office will contact employing departments during the week of March 23 to outline administrative details of COVID-19 accommodation pay. Accommodation pay will come from departmental budgets, just as normal student wages do. Departments who receive Federal Work-Study (FWS) reimbursement will receive the same FWS reimbursement for COVID-19 pay as they do for regular student wages.

Student Employment from March 23, 2020 through May 17, 2020

Remote Work:

Students whose work can be done remotely (this includes tutoring, academic, and administrative support work) may do so at the discretion of their supervisor. Work hours must be recorded and paid on an hourly basis through the PeopleSoft Time Management system. This guidance applies to students who have left campus as well as those approved to remain on campus after March 19.

A note for employers: We will coordinate with hiring departments to register all remotely working students. More information will be provided on this procedure in the near future.

On-Campus work for Undergraduate Student Employees:

Undergraduate students who reside off campus are prohibited from working work on campus until further notice.

Students who remain on campus with the University's permission, and whose departments remain open may work at the discretion of their supervisor. We anticipate that the number of students working on campus job sites during this time will be minimal, as many departments have adjusted their operations to reflect social distancing practices.

Please do not hesitate to [contact our office](#) directly with any student employment-related questions you may have, and continue to refer to the University's [Covid-19 website](#) for the most recent information.

Best regards,

Benjamin Eley
Senior Associate Director
[Undergraduate Financial Aid
Student Employment](#)
609-258-3334

