STUDENT EMPLOYEES DURING MODIFIED OPERATIONS: SPRING 2021 UPDATE

This version was updated on January 15, 2021 (For your information, the prior version is appended at the end of this document)

Updates for spring semester student employment:

Work Study

- All hiring managers must prioritize hiring work study students when recruiting for their open positions for the spring semester. Requests for exceptions to hire a non-work study student for an open position MUST be sent to Melanie Francis (Hain) in Human Resources for review. If you hired a non-work study student for the fall semester, and have not terminated their employment, they are approved to continue their employment for the spring semester.

First-Year Students

- For the spring 2021 semester **only**, Human Resources is waiving the requirement for first year students to work in Dining Services. Please contact Melanie Francis (Hain) if you are interested in hiring a first year student.

Remote and On-Campus Employment

- Note that with regard to **remote student employment**, students may continue to work remotely in the Spring semester, in the same way that they did during the Fall semester. Hiring managers must ensure the candidate meets **both** of the following requirements:
    1. The student resides in Massachusetts, New York, Connecticut, Rhode Island or New Hampshire. **If the student is living outside of these states, they will not be employed by the College.**
    2. The student employee must have an existing I-9 on file with the Human Resources Department which means the student has been previously employed by the College *or* the student employee can come to campus for I-9 verification. I-9 verification is by appointment only at this time.

- With regard to **in person on-campus employment**, please note that Academic Affairs has established a separate process for approving student jobs which all Academic Affairs departments should follow: please contact Helene Uysal at huysal@holycross.edu to learn more. Otherwise, for all other College Divisions, student employment is allowed, but under the same restrictions as apply to working on-campus in general (and as set forth in the Guide for Holy Cross Employees Working on Campus). These include:
    - **Essential Employee Model.** The College continues to follow an "essential employee" model under which only those with a specific need to be back on campus to complete essential functions should be working on campus.
    - **De-densification** is generally recognized as the most effective measure in mitigating the spread of COVID-19, so if your student employee can work remotely, they should work remotely. All those who work on campus are asked to limit their time and travel on campus and only access those areas essential for them to complete their work, so keep this in mind when scheduling on-campus work (e.g. for work shifts, fewer and longer are better than more and shorter).

- **Occupancy Guidelines.** Student Employees count as employees for purposes of occupancy guidelines (see Guide for Holy Cross Employees Working on Campus, *Modifications to Facilities and Staffing*). Within your workplace, they should follow the protocols you have established for employees on congregation and workplace sanitizing: be sure you explain the protocols to your student employees.
- **Masks, Social Distancing and Personal Hygiene.** Students are subject to the rules set forth in Preliminary Guide to January and Spring Terms 2021 for Students and Families, which are substantially similar to the rules for employees.
- **Surveillance Testing & Symptom Checking**. Students are subject to the rules set forth in Preliminary Guide to January and Spring Terms 2021 for Students and Families, which are substantially similar to the rules for employees.

Please contact Melanie Francis if questions arise about what is required from your student employees while at work.

Remote Working Arrangements for Student Employees

- For student employees permitted or directed to work remotely, information on working remotely can be found on the HR COVID-19 webpage (standards described apply to regular employees but are broadly applicable to all working remotely) and the ITS Business Continuity webpage.

Timekeeping, Pay and Leave Policies for Student Employees

- Except to the extent the College communicates otherwise, regular timekeeping, pay and leave policies apply during the period of modified operations, including for student employees permitted or directed to work remotely.
- When student employees are working remotely, department heads and supervisors should direct them to use one of the approved methods to report their time, which may include "remote time punching" from an off-campus device. Information regarding "remote time punching" is provided to supervisors and department heads on the HR COVID-19 webpage.
- Departments have persons designated as timekeepers who have, or will be given, remote access for time entry and time approval. If your designated department timekeeper does not have permission for remote access, or you have questions about remote access to time- reporting, contact Karen Brosnihan or Jean Leavitt or KRONOS@holycross.edu.

- All supervisors are approved to enter and approve time from on- and off-campus locations. If you have questions, contact Karen Brosnihan or Jean Leavitt or KRONOS@holycross.edu.
- The Payroll Office is the primary contact for student employment time entries and adjustments. The Payroll Office can also enter and approve time, including time worked remotely.

[Prior Version of this webpage, dated October 6, 2020

STUDENT EMPLOYEES DURING MODIFIED OPERATIONS: FALL 2020 UPDATE

The College will hire a limited number of student employees this fall, including for positions on campus. On-campus employment started September 21, 2020. Due to the COVID-19 pandemic, Holy Cross will hire students in two phases, as explained in more detail below. The first phase of student employment will be primarily for hiring student employees *to work remotely*, the second phase will allow hiring managers to hire students who will be *physically working on campus*. In both cases, there are restrictions on who may be hired and rules that must be followed prior to engagement.
Please know that students who have an existing I-9 verification on file with Human Resources will be given priority in the hiring process. Hiring managers may select candidates without an I-9 form on file on an exception basis. All requests for exceptions must be sent to HR Records Coordinator, Melanie Hain, at mhain@holycross.edu for review and consideration.
Exceptions will only be granted:

- *To students hired for a position that supports the academic continuity of the College; and*
- *Only if the position cannot be filled from the pool of students who have an existing I-9; and*
- *To students who are able to come to the College in-person to complete their I-9 verification with Human Resources*

I-9 verification, if required, is by appointment only. Students must schedule an appointment with the HR Records Coordinator and, **this process must take place in-person on campus**. The on-campus verification process will not begin until September 21, 2020, as access to campus continues to be limited for students and employees.
Phase One - Hiring Students Working Remotely in Support of Academic Continuity
During Phase One hiring managers must ensure the candidate meets **both** of the following requirements:

1. The student resides in Massachusetts, New York, Connecticut, Rhode Island or New Hampshire. **If the student is living outside of these states, they will not be employed by the College.**
2. The student employee must have an existing I-9 on file with the Human Resources Department which means the student has been previously employed by the College *or* the student employee can come to campus for I-9 verification (but note that on-campus in person I-9 verification will not start until after September 21, 2020 - see above).

Phase Two - Hiring Students to Work On Campus in Support of Academic Continuity & Supporting College Operations

Student employment within Phase Two will be organized into 3 categories, please find them below, with an earliest effective start date of September 21, 2020. **All students hired must adhere to the College's health and safety protocols.**

Category 1 - Students who are approved to live on campus and are currently participating in the testing protocol.

Category 2 - Off campus students & commuters who have been granted approval to access campus. These students will be required to participate in a testing protocol and supervisors should not allow them to start work until they have had a College administered COVID-19 test.

Category 3 - Other students who are living "nearby" but have not yet requested approval or received approval to access campus. These students will need to request access to campus before starting their employment at the College. These students will be required to participate in a testing protocol and supervisors should not allow them to start work until they have had a College administered COVID-19 test.

> **Please note that Category 3 Student Hires will be hired on an exception-only basis.** If you intend on hiring students from this group, you will need to provide a detailed explanation as to why you are unable to hire students from categories 1 and 2. This information should be emailed to hrstudentemployment@holycross.edu for review.

Remote Working Arrangements for Phase One Hires (Students Working Remotely in Support of Academic Continuity)

For student employees permitted or directed to work remotely, information on working remotely can be found on the HR COVID-19 webpage (standards described apply to regular employees but are broadly applicable to all working remotely) and the ITS Business Continuity webpage.

Timekeeping, Pay and Leave Policies for Student Employees

Except to the extent the College communicates otherwise, regular timekeeping, pay and leave policies apply during the period of modified operations, including for student employees permitted or directed to work remotely.

When student employees are working remotely, department heads and supervisors should direct them to use one of the approved methods to report their time, which may include "remote time punching" from an off-campus device. Information regarding "remote time punching" is provided to supervisors and department heads on the HR COVID-19 webpage.

Departments have persons designated as timekeepers who have, or will be given, remote access for time entry and time approval. If your designated department timekeeper does not have permission for remote access, or you have questions about remote access to time-reporting, contact Karen Brosnihan or Jean Leavitt or KRONOS@holycross.edu.

All supervisors are approved to enter and approve time from on- and off-campus locations. If you have questions, contact Karen Brosnihan or Jean Leavitt or KRONOS@holycross.edu.

The Payroll Office is the primary contact for student employment time entries and adjustments. The Payroll Office can also enter and approve time, including time worked remotely.

Questions

Should you have any questions about any of the above, please do not hesitate to send them to hrstudentemployment@holycross.edu.]

[Prior Version of this webpage, dated March 18, 2020 at 5:00 p.m.

This document has been written to help supervisors and department heads as they manage student employment during the period of modified operations.

Most Student Employment Discontinued.

In general, student employment, including Community Work Study, ***will not continue*** during the modified operations period.

Potential Exceptions for Continued Academic Institutional Support

There will be some exceptions in which student employment may be permitted to continue. These exceptions will be strictly limited and monitored for compliance.

The College has determined that only those student workers who are employed within Departments whose services are critical to continued academic institutional support will be eligible for continued employment during the period of modified operations.

Academic Affairs administrators will identify programs/services that they believe have a continued need for student employees and, by Wednesday, March 18, will submit a written request for approval to continue such student employment to the Director of Academic Budgets (Helene Uysal and academic_continuity@holycross.edu). The Director and her team will consider for approval only those student employment requests that are directly tied to academic continuity. If you have questions or concerns about student employment in Academic Affairs, please contact Helene.

Outside of Academic Affairs, ITS and Accessibility Services are the only other departments that will continue to employ students during the period of modified operations.

If you have any questions about whether particular students will be permitted to continue their College employment during the period of modified operations, please contact Helene Uysal for Academic Affairs, Help Desk for ITS Services, Neal Lipsitz for Accessibility Services, and Human Resources for all other departments.

Information about teaching and learning remotely can be found on the Holy Cross Course Continuity website.

Remote Working Arrangements for Student Employees

Student employees within the Academic Affairs, ITS, and Accessibility Services departments may, if and as determined by the department head, be permitted or directed to work remotely. Department heads should consult with their Division leaders regarding these decisions. Information on working remotely can be found on the HR COVID-19 webpage (standards described apply to regular employees but are broadly applicable to all working remotely) and the ITS Business Continuity webpage.

Timekeeping, Pay and Leave Policies for Student Employees

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When student employees are working remotely, department heads and supervisors should direct them to use one of the approved methods to report their time, which may include "remote time punching" from an off-campus device. Information regarding "remote time punching" is provided to supervisors and department heads on the Human Resources webpage.

Departments have persons designated as timekeepers who have, or will be given, remote access for time entry and time approval. If your designated department timekeeper does not have permission for remote access, or you have questions about remote access to time-reporting, contact Karen Brosnihan or Jean Leavitt or KRONOS@holycross.edu.

All supervisors are approved to enter and approve time from on- and off-campus locations. If you have questions, contact Karen Brosnihan or Jean Leavitt or KRONOS@holycross.edu.

The Payroll Office is the primary contact for student employment time entries and adjustments. The Payroll Office can also enter and approve time, including time worked remotely. Human Resources can also enter and approve time, if necessary (please send time to be entered, or a request that time be approved, to KRONOS@holycross.edu).]