

On Campus Student Employment Shelter in Place Update

March 24, 2020

APPLICATION PROCESS UPDATES

Current Job Openings / Postings on Jobspeaker

- All jobs have been closed as of 3/23/2020
- Positions can be reopened / reposted once shelter in place is removed

Future Job Postings

- Will be rejected during the shelter-in-place on Jobspeaker
- Can begin being posted as soon as the shelter in place is removed or a target date is announced by the state

Applicants

- We will be removing the ability to apply for eligibility beginning 3/23/2020
- This will be reopened once we have the ability to return to campus and / or we have a proper format in place for screening applicants through the entire process during Shelter in Place (including I9 verifications).

Incomplete Hires

- Students who were in the middle of being hired, will not be processed until we return from Shelter in Place
- If you are unsure, the only way to know for sure is to log into Jobspeaker and see the applicant's status as "hired".
- Incomplete packets, packets that were in progress, and packets that were not turned in will remain in limbo until the shelter in place is removed or a secondary format is introduced by the district to do so safely

Will my department's student employee(s) be paid through the end of the semester?

- District and Federal Work Study (FWS) Students
 - As of today, 3/24/2020, all district students will be paid for their work schedules through 4/7/2020.
 - Additional information beyond 4/7/2020 will be coming soon.

- CalWORKS Students
 - As of this email, the state had not made a complete announcement re: these students.

Can department student employee(s) work from home during the shelter in place?

- Answer is yes if:
 - Student employee has access to proper equipment, direct access via telephone, email, google docs, Microsoft Teams, zoom, SARS, etc.
 - Student employee(s) has work to do that is in scope of being a student employee
 - Has a set schedule and hours included working during the shelter in place
 - The department has sufficient funds to do so.
- Answer is no if:
 - Student does not have proper access as listed above
 - There is no work for this student to do at home for the department that is in scope of being a student employee
 - Had no schedule to work prior to the shelter in place
 - Department budget for student employees has been exhausted

How many hours a week can a department's student employee(s) work during the shelter in place?

- Same regulations apply as during a regular semester week:
 - 25 hours for all non-international students
 - 20 hours for all international students (this is not a "break" from classes, so summer and intersession rules will not apply here)

Work Experience On Campus Student Employees

- If your student employee is currently a Work Experience student, the faculty are working on plans to work with students to offer some various solutions to any work / hours that may be lost as a result of COVID-19.

- This may include completion of the course with less units than originally signed up for
 - Revision of Learning Goals / Objectives based on new job duties can be accommodated
 - Virtual meetings for the final meeting via zoom, skype, facetime, etc. will be permitted
- Carrie Myers, Instructor of Record for Work Experience 97 has offered her email to supervisors and / or students that have specific questions related to on campus student employees taking work experience course this semester; CMyers@santarosa.edu

Have a question not addressed on this document regarding your department's on campus student employees?

- These are unprecedented circumstances and we are learning as we go. Chances are if you are unsure, someone else on campus is as well. Please email with questions, comments, and concerns regarding your student employees.
- Updates to the Campus Community will come as soon as there is more information available to share.
- The [Supervisor Page](#) has a large list of Resources that may answer some of your questions.

**Please direct all questions regarding your student employees to
Jamie Longnecker, at Jlongnecker@santarosa.edu**