Hello Student Employment Supervisors,

Here is an update on student employment, including next steps for these important roles on the UW-Superior campus.

It’s important to reiterate that our campus is safe and that there are currently no confirmed cases of COVID-19 in our region. However, COVID-19 is spreading rapidly elsewhere.

Safety of our students and staff will always be our priority. If a student employee feels ill, doesn’t feel safe, or chooses to be away from campus during this time, their job will remain intact and secure. It is suggested that your student employees share with you all travel plans and any anticipated changes to their work schedule as soon as possible.

Student employees are still able to work on campus. Telecommuting may be an option for student employees if there is a business need. A Short Term Telecommuting Form will need to be completed and approved for a student employee to telecommute. Please note, VPN connections cannot be used by student employees or installed on personal computers.

We will continue to use the [Maximum Hours of Work Allowed by Student Employees](calendar) calendar:

- For the originally planned week of spring break (March 15-March 21), students may work a maximum of 40.00 hours.* Overtime is not an accepted practice for student employment.
- Following March 22, a maximum of 25.00* hours per week will go into effect until the end of the Academic Year (May 23).

*International student employees will need to revert to a maximum of 20.00 hours per week until the end of the academic year (May 23).

Finally, if you find there is no work for your student employees due to the lack of activity on campus, please contact the Student Employment Office at studentemployment@uwsuper.edu or 715-394-8202. There may be a chance to temporarily relocate the student employee to work in a different area of campus.

This is a rapidly evolving situation and we will provide updates to our campus community as additional information becomes available. In the meantime, visit [www.uwsuper.edu/coronavirus](http://www.uwsuper.edu/coronavirus) for more information.

- Cory

_Cory Kempf_
Director, Human Resources