

Student Employment Restart Plan

UND's Student Finance Office helps connect students with part-time employment opportunities on and off campus. Students, staff, faculty, and campus visitors are expected to wear a face covering when interacting with others in all UND buildings, including situations where physical distancing is maintained. Refer to UND's Coronavirus blog for up-to-date guidelines for UND's safety level.

<http://blogs.und.edu/coronavirus/>

Fall student job openings will start posting on the student employment website (<https://und.edu/student-employment>) on July 1 and after.

Steps for hiring a student employee:

- The department is required to confirm there are institutional or Federal Work Study dollars available through the college or department supervisor.
- The department has identified a need and opportunity for student employee(s).
- The department will post job position in JobX. (<https://und.edu/student-employment>)
 - In the position description please include if the position is able to work remotely or if the position is required to report to an office/lab/building.
- Student Employment Advisor – Student Finance will review and approve postings. If position does not list the physical location of the job the job posting will be pushed back to the supervisor for edits.
- The department is required to determine appropriate training for student employees on COVID-19 protocol prior to interviewing the qualified student applicant pool.
 - Identify applicants to interview.
 - Schedule Zoom, TEAMS, or phone interviews, when possible.
 - Interview committee should outline the COVID-19 protocols during each interview.
 - If student disagrees with the protocols in place the committee has the ability and should not offer the position even if the applicant is qualified.
 - Offer position to individual(s).
 - Send email notification to applicants who did not get an interview and/or hired. Contact Student Employment Advisor, if you need sample email notifications.
- The department is required to start the hiring process.
 - Hire position in JobX and HRMS.
 - Payroll will be processing forms electronically, including the I-9.
 - Student employees are not allowed to work until the hiring process has been completed.
- The department will schedule first day job training.
 - Remote training for job duties, when possible.
 - If in-person training is required following the physical distancing protocols in place.
 - In training provide job expectations including measurable goals.
 - Facial coverings will be required for all positions during an interaction. Facial covering will not be required if student employee is working in a private office.
 - Student will use their cell phone or other mobile device to punch time in and out of HRMS.
- The department will have an on-going evaluation of work performance and following COVID-19 protocols.
 - Check-in meetings with supervisor.
 - If student employee is not following COVID-19 protocols or meeting job expectations please provide appropriate education on position expectations.

- If student is continuing to not meet position expectations or following COVID-19 protocols, additional disciplinary action such as written warning and possible termination.

COVID-19 Resistance Student Work Environment

All supervisors are required to evaluate student work space to help reduce the spread of COVID-19.

- Face coverings are mandatory
 - Students will be required to bring their personal face covering.
 - Department will provide face covering, if extra are available.
 - Student will be asked to leave if they do not bring their face covering (and a disposable one is not available) and return when they have face covering.
- Personal Care
 - Wash hands often or use hand sanitizer.
 - Determine if the department is going to provide hand sanitizer for each workstation.
 - Practice good respiratory etiquette (e.g., cough or sneeze in to a tissue).
 - Staying at home if not feeling well. Explain how student(s) should communicate with supervisor if not coming into work.
- If more than one student works for the department (e.g., front desk, campus tour guide, dining, UIT help desk, etc.)
 - Determine work schedule to ensure physical distancing protocol is followed.
 - Staggering reporting/departing times, or alternating days.
 - What is the process if student wants to change their shift? Encourage them to call, text, or email supervisor rather than stopping in to the office.
 - Explain to student(s) what the staff/faculty office restart plan is for work schedules.
- Sharing desk space is not encouraged
 - Provide time for student or supervisor to wipe down desk, chair(s), keyboard, mouse, pens, phones, equipment, etc.
 - Eliminate the use of shared kitchenettes, microwaves, refrigerators, coffee pots, etc.
 - Students will not be allowed to eat in their work place and should be encouraged to eat before or after their shift.
- Cleaning protocols
 - The student should use available office sanitizing wipes to wipe off their chair/desk before and after their shift.