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/](http://blogs.und.edu/coronavirus/)

Fall student job openings will start posting on the student employment website ([https://und.edu/student-employment](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](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 outlined 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 interactions. Facial covering will not be required if student employee if 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.