



# Remote Hourly Student Work Guidance

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MAY 2022



# Remote Hourly Student Work Guidance

(Not Applicable to Ph.D. or Master's students who serve as TAs and RAs as a part of their program in exchange for stipend)

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Provide a simplified version of the staff remote work guidelines that acknowledges that student worker roles are short term, non-exempt positions, that allow for academic and administrative department approval of remote work under the following conditions:

- **Less than 30 days** per year, from any state, with intention to support remote work during academic year break periods such as fall, winter and spring break periods, or other such circumstances that may require remote work, as approved by the supervisor
- **More than 30 days** per year, but only in PA, CA, NY, VA, and DC
  - Requires completion of a *Remote Work Arrangement for Hourly Student Worker* with approval/signatures from the department head, ALG member and the dean or vice president
  - Requires continued use of contingency language in the student hourly offer letter
  - Requires the hiring department to pay the jurisdictional hourly rate where the work is performed, which may result in the loss of Federal Work Study (FWS) eligibility with budget impact
  - Requires that the student worker be hired in Workday as a Remote Worker with up-to-date address information



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- Acknowledgement that the majority of hourly student worker positions will NOT pass the “critical need” for remote work consideration outside of the 5 approved states. Exception requests would be managed via the *Remote Work Arrangement for Hourly Student Worker* process with additional review/approval by the Remote Work Steering Committee
- No offers should be extended to prospective hourly student workers who are not present in the U.S. and who, in a remote context, would need to do their work from outside the U.S.
- F-1/J-1 students must usually be physically present at their designated CMU campus to maintain their immigration status. Hiring departments must consult with OIE about these situations before advancing
- FWS maintains its maximum wage policy (\$12/hr undergrad and \$16/hr grad). Budget impact for departments hiring remote students with higher minimum wages as required by state and local regulations that exceed FWS threshold. Departments continue to absorb any costs associated with student employment
- The hiring department has the right to deny offering a position based on the student’s remote location and corresponding hiring rate that department’s budget cannot absorb





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- Hourly student positions that are approved for remote work must follow these guidelines (excluding less than 30-day remote work per year):
  - Must pay the state and/or local minimum wage based on the jurisdiction in which the work is being performed
  - Student must ensure their address in S3 is updated and accurate – feeds Workday
  - Student must be entered in Workday Day as a Remote Worker. The HR Student Worker Services will then be included in the hiring approval path in Workday, AND will validate the below items:
    - Offer letter includes contingency language
    - Approved Flexible Work Arrangement Request Form (Hourly Student)
    - Work authorization and Form I-9 completion



# Hourly Student Worker Offer Letter

## *Required Contingency Language- Draft Highlights*

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- Pittsburgh-based rates of pay serve as the basis for student worker hourly rates. If you are receiving a higher rate of pay due to a higher local/state minimum wage as a remote worker and move back to Pittsburgh, your rate of pay will be adjusted back to an equivalent Pittsburgh based hourly rate of <\$Rate>.*
- Because of the continuing COVID-19 situation, there still remain many uncertainties that could impact programming, business needs and the role that you are being offered for [XXXX semester or the 20223 academic year]. As a result, this offer is contingent upon a number of variables, including but not limited to whether this position will be needed for the full term referenced above, and whether your role involves work that must be performed in-person or can continue to be performed remotely. Your hourly student position could be ended during the term for cause as determined at the university's sole discretion for reasons such as availability of sufficient funding to support your work, satisfactory performance, attendance, continued work authorization, and compliance with university policy.*

## Hourly Student Employment Guidance – Campus Resources

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- **General Student Employment Questions – HR Student Worker Services**  
Email questions to: [cmu-works@andrew.cmu.edu](mailto:cmu-works@andrew.cmu.edu)
- **Compensation and State Minimum Wage Questions**  
Email questions to: [Compensation@andrew.cmu.edu](mailto:Compensation@andrew.cmu.edu)
- **Student Financial Services and Federal Work Study Questions**  
Elaine Taillon, Sr. Assoc. Dir of Student Financial Aid at [et0v@andrew.cmu.edu](mailto:et0v@andrew.cmu.edu)  
<https://www.cmu.edu/sfs/student-employment/index.html>
- **Career and Professional Development Center**  
Pati Kravetz, Assoc. Dir for Experiential Learning and Student Employment  
<https://www.cmu.edu/career/faculty-and-staff/on-campus-employment-for-staff/index.html>