**To:** Student

**From:** Manager

**Sample Subject:** Confirmation of Approved Remote Work Arrangement for Hourly Student Worker with Contingency Language

Dear <Student Name>,

Congratulations! This offer confirms that you will begin serving as the <Position Title> within the <Hiring Department>, effective <Date>. This position will end on or before <Date>. Your rate of pay will be <$> hourly, and we expect that you will be working <hours or range> hours per week. You will need to track and report the number of hours you work in Workday. <The department may clarify when weekly/biweekly hours should be submitted for approval.>

**Work Location**

*University Location:*This position is based at our campus located in Pittsburgh, Pennsylvania. As such, the terms of your employment are governed by and shall be construed under the laws of Pennsylvania, without regard to conflict of law provisions in that or any other jurisdiction.

***Remote Location****:*You have been authorized to work remotely from <LOCATION> limited to the fixed-term work period as noted above. 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>. This offer is contingent on you being physically present in the U.S. with appropriate visa status and work authorization when this position commences and for the duration of the remote work performed. This arrangement is based on your current role and cannot be transferred to a different hourly position.

**State and Local Taxes:** Because you are working remotely for your convenience, the university may be required to withhold state and local taxes from the wages and other amounts paid to you by the university for the state and/or locality in which your employment position is based, rather than the state and/or locality where your remote work location physically is, as determined by the university. For example, if your employment position is based in Pennsylvania and you are working remotely from your home in <LOCATION> for your convenience, the university may be required to treat you as a Pennsylvania worker under applicable law and withhold Pennsylvania state and local (e.g. local wage) taxes, rather than your remote location’s state and local taxes, from your wages.

Because of the continuing COVID-19 situation, there still remain uncertainties that could impact programming, business needs and the role that you are being offered for [Summer 2022, 2022-23 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. Remote working arrangements are a privilege available only to eligible hourly student workers at the sole discretion of the university and for the convenience of the student worker. No right to work remotely exists.

General student employment information can be found at the [Career and Professional Development Center website](https://www.cmu.edu/career/students-and-alumni/on-campus-employment/index.html).

Thank you for your <continued> service. We are looking forward to your contributions to the department and to Carnegie Mellon in this student position.

Sincerely,

<Manager>