****

Remote Work Arrangement (RWA) for Hourly Student Worker

*This form should be used to request authorization from your academic or administrative unit for a fixed-term Remote Work Arrangement (RWA) for an hourly student worker for a defined work period (i.e., summer break period) in a state that has been approved by the university for short-term remote work. Summer 2023 allows for business critical work to be performed remotely from all states within the domestic U.S. with the exception of: North Dakota, Washington, and Wyoming. Any requests for RWA from one of these states will require an additional level of review and approval from Human Resources.*

*RWA requests must be fully approved by the administrative or academic unit before being implemented, and neither the final terms nor the status of the proposed agreement for the remote working arrangement (including the hourly student’s offer letter if applicable) should be discussed with the prospective hourly student worker before approval is obtained.*

*This form is to be completed by the supervisor or unit designee of the hourly student worker for whom an RWA is requested. Prior to submission, this request requires the following approvals:*

* *Academic units: Department Head, ALG and Dean*
* *Administrative units: Department Head, ALG and Vice President*

*Approved requests must adhere to processing guidelines as outlined in the Workday Instructions for Remote Student Workers. These guidelines require the hourly student be classified as a Remote Worker and that the hiring transaction includes the approved RWA for Hourly Student Request Form and an offer letter that contains required contingency language.* [*See the university template remote offer letter*](https://www.cmu.edu/career/documents/on-campus-employment/for-supervisors/2022/remote-offer-letter-with-contingency-language.docx)*.*

***Please Note:***

* Remote work must be approved by the ALG member and the dean or vice president.
* Remote work in non-approved states (North Dakota, Washington, and Wyoming) is limited to critical need, which must be demonstrated to the satisfaction of Human Resources review committee.
* To submit your request, please complete the form and email it to *sa-dean@andrew.cmu.edu**.*
* International remote work is not permitted for hourly student workers.
* F-1/J-1 students must usually be physically present at their designated CMU campus to maintain their immigration status. Consultation with OIE is required to determine if an RWA can be implemented.
1. **Flexible Work Arrangement Type: RWA**

[x]  Remote Work Arrangement

1. **Request Type:**

[x]  Request for a proposed new hourly student hire in a fixed-term position

1. **Work Location:**

[ ]  ­­­­­­­­­­­­­ Request is for remote work in an approved state? In which approved state will the proposed hourly student worker reside when performing the hourly position? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Request is for remote work in a non-approved state\*: [ ]  North Dakota [ ]  Washington [ ]  Wyoming

 *\*Requires additional review and approval from the Remote Work Committee in addition to section X approvals.*

## Business Necessity:

1. Describe the business need and circumstances that warrant allowing the hourly student worker to work remotely and away from the on-site, normally designated office location.

Select One:

[ ]  The arrangement is at the hourly student worker’s request for their convenience (e.g., the hourly student worker wants to move to another state for personal reasons or return to their primary residence during summer break).

[ ]  The arrangement is at the university’s request or for a specific university purpose (e.g., the hourly student worker is needed to work in the state to service a customer located in that state; the hourly student worker is needed to work in the state to cover a specific sales territory in or covering that state; the university does not have office space available).

1. Provide detailed explanation describing why the arrangement is warranted.

Click or tap here to enter text.

1. **Student Worker Information:**

|  |  |
| --- | --- |
| **Name** (First Middle Last) |  |
| **Andrew ID** |  |
| **Position Title**  |  |
| **Exemption Status** | [x]  Non-Exempt (hourly) |
| **Work Hours** | [ ]  Full-Time[ ]  Part-Time (please specify hours) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Supervisor’s name** |  |
| **Proposed work location** (City and State) |  |
| **Proposed effective/hire date** |  |
| **Proposed end date** (Hourly positions are fixed-term positions with specified work periods within the academic year or summer) | [x]  Fixed Term ending on: Click or tap here to enter text. |

1. **Department Information:**

|  |  |
| --- | --- |
| **Department** |  |
| **Supervisor’s name** |  |
| **Supervisor’s title** |  |
| **ALG Member** |  |
| **Dean/Vice President** |  |

1. **Equipment/Services:**

|  |  |
| --- | --- |
| **Services supplied** |   |
| **Equipment supplied** |   |

1. **Work Deliverables:**

The remote student worker will be focused on the following work and deliverables for the duration of the fixed-term RWA. These responsibilities should align to the student job profile/description.

Click or tap here to enter text.

1. **Travel/Reimbursement of Commuting Expenses:**

If the hourly student worker will be working remotely for their convenience (reference question no. 1 of Part IV. **Business Necessity**: above), will the hourly student worker be required to travel to/from the campus at which their work location would otherwise be located regularly or from time to time? If so, how often and/or under what circumstances?

Click or tap here to enter text.

**Note:** Travel to/from the normally designated office to the campus for meetings or other university business is, in most circumstances, considered a personal commuting expense and may not be reimbursed by the university as a non-taxable expense reimbursement. These expenses include, but are not limited to, gas, tolls, mileage, lodging, and parking. If departmental exception is granted to approve of paying these expenses, the reimbursement will be considered a personal expense that will be taxable to the employee.

1. **Approvals:**

**Academic and Administrative Unit requests** require the following approvals for any hourly worked performed in Summer 2023 in approved states. Obtain all approvals prior to extending a remote work arrangement for the fixed-term hourly position. *To submit your request, please complete the form and email it to:* *sa-dean@andrew.cmu.edu**.*

**Department Head’s Approval:**

|  |  |
| --- | --- |
| **Name** |  |
| **Title** |  |
| **Signature** |  |
| **Date** | Click or tap to enter a date. |

**ALG’s Approval:**

|  |  |
| --- | --- |
| **Name** |  |
| **Title** |  |
| **Signature** |  |
| **Date** | Click or tap to enter a date. |

**Dean or VP Approval:**

|  |  |
| --- | --- |
| **Name** |  |
| **Title** |  |
| **Signature** |  |
| **Request Status** | [ ]  Approved[ ]  Not Approved |
| **Date** | Click or tap to enter a date. |

**Request for remote work in a non-approved state (North Dakota, Washingon, Wyoming) require additional review and approval by the Office of Human Resources and Office of the Dean.** *Please complete above sections and email the completed form to:* *sa-dean@andrew.cmu.edu**.*

**Office of Human Resources/Office of the Dean of Students:**

|  |  |
| --- | --- |
| **Request Status** | [ ]  Approved[ ]  Not Approved |
| **Date** | Click or tap to enter a date. |