Temporary Remote Work Arrangements for Student Workers

During the COVID-19 pandemic, all supervisors may permit their student workers to work remotely as much as their job allows. As you work with student workers to evaluate remote work options, please consider the following:

General Considerations

- Student workers who plan to work remotely are required to complete a Student Temporary Remote Work Agreement and familiarize themselves with the remote work data security requirements like using our Virtual Private Network (VPN). A completed form must be on file for the student worker prior to beginning remote work.
- For those offices that necessitate an on-campus presence, we suggest staggering department staff and student workers and allowing remote work at least 50% of the time, if possible.

Remote work eligibility

- **Students must be residing in the United States to be eligible for remote work.**
- Evaluate the duties of the position, as described in the job description, and consider the department’s operation needs when reviewing if some of the position duties can be accomplished remotely.
- Are there any special projects or tasks that the student worker can complete while working remotely?
- Offices that provide direct support to students, faculty, staff or facilities may not be eligible to work remotely. Please contact Human Resources if you have questions.

Supervisor responsibilities prior to remote work

- Set clear expectations of remote work, including expectations for productivity, time management, communication methods, and progress updates.
- Have the student worker create a work plan that addresses:
  - What routine responsibilities/tasks can and which ones cannot be fulfilled while working remotely?
  - What routine responsibilities/tasks require regular communication and collaboration with others? Confirm how they will communicate while office staff is working remotely.
  - What events or meetings are scheduled during the time in which the temporary remote work arrangement is in place? Will they be postponed or canceled, or will they take place using technology? What follow-up needs to occur due to postponements or cancellations?

Student worker responsibilities prior to remote work

- Determine if they have the equipment/technology needed to be able to complete tasks, for example: internet access, laptop/computer, VPN connection, Zoom, etc.
- Check shared drives (Dropbox, Google, etc.) to make sure all the files needed for projects are available.
• Double-check that remote workspace is safe and free from any safety hazards and ergonomically correct.

Other considerations:
• Student workers should take occasional breaks while working to stand-up and stretch.
• Bi-weekly student workers must:
  o Report all worked hours
  o Follow their regular assigned work schedule as if they were on campus, or gain approval from their supervisor for a schedule change.
  o Take mandatory lunch breaks (30 minutes for every six hours of work).
  o Watch the clock. It is easy to work extra hours when working remotely. All hours worked must be reported and paid.
• Workers’ Compensation benefits will apply to injuries sustained while working on a pre-approved remote work arrangement. Student workers must **immediately** notify their supervisor(s) of any work injury. Within 24 hours, the student worker and supervisor are expected to fill out the Student worker Accident Report form and forward the form to Human Resources.
• The College’s insurance will not cover any personal property that is used at home or at another worksite, and will only cover College provided equipment.
• The College is not responsible for expenses associated with working at home; heat, electricity, Internet or phone service, etc.
• Although we are permitting remote work, we are not mandating it. If a student worker is uncomfortable with the remote work requirements or limitations, they should be allowed to continue to work on campus or decline the position.

Please contact the Office of Human Resources should you have any questions at x7471 or HR@carleton.edu.

*These guidelines may be revisited regularly. Updated information will be posted in bold.*