
From: Montalbano, Ivonne
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Subject: UHD COVID-19 Emergency Leave and Student Worker Employment

UHD COVID-19 EMERGENCY LEAVE

President Muñoz approved a new extension of UHD’s COVID-19 Emergency Leave as follows:

- Staff whose jobs make them ineligible to telecommute are granted an extension of UHD’s COVID-19 Emergency Leave **through May 31, 2020**. Those approved should continue submitting an Emergency Leave request through PASS for the period granted and include “COVID-19” in the Comments section of their leave requests.
- Students under the Non-College Work-Study (NCWS) program who are unable to telecommute will receive COVID-19 Emergency Leave and be paid for the hours they were scheduled to work **through May 7, 2020** (the official end of the 2020 Spring Semester). Supervisors should continue to enter the hours of Emergency Leave granted directly on the NCWS student worker’s timesheet through May 7.

FEDERAL WORK-STUDY (FWS) AND TEXAS WORK-STUDY (TWS) PROGRAMS

Students under the Federal Work-Study (FWS) and Texas Work-Study (TWS) programs who are unable to telecommute will be paid for the hours they were scheduled to work **through May 7, 2020** (the official end of the 2020 Spring Semester), unless their allocation ran out beforehand. For students who are still under the FWS/TWS programs, supervisors should continue to enter the hours they were scheduled to work directly on their timesheets.

HIRING FREEZE

A hiring freeze on all positions, including faculty, staff and student workers was implemented on March 20 due to the COVID-19 pandemic. President Muñoz and University leadership recently reassessed the hiring freeze and decided to extend it due to the uncertainty surrounding the long-term economic impact of COVID-19.

Approval of the respective vice president as well as the president are required on requests for posting and/or hiring. Hiring managers must submit justification for posting a frozen position to their respective vice president. If the respective vice president and President Muñoz agree with the need to fill the position, Employment Services & Operations will notify the hiring manager.

STUDENT WORKER EMPLOYMENT

Student worker employment, regardless of the program—Federal Work-Study (FWS), Texas Work-Study (TWS) and Non-College Work-Study (NCWS)—**will end Thursday, May 7, 2020** (the official end of the 2020 Spring Semester). **Departments must terminate their NCWS assignment in PeopleSoft effective May 8, 2020.**

The Office of the Provost is working to determine which student worker positions are essential for continuity of operations during the summer. Once determined, they will seek presidential approval to hire this reduced group of students, who may be limited to work no more than 20 hours per week. The anticipated start date for the approved student workers will be Wednesday, May 20, 2020.

Best,

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