The CCE has determined important guidelines to follow with regards to COVID-19 for both work-study student employees and community partners participating in our Community Work-Study Mentorship and Internship Program.

- Work schedules during Fall 2020 semester: Work-study student employees are able to continue to work remotely 15/19 hours per week.

- Social distancing guidelines MUST be followed. Please ensure that all Work-Study student employees are in environments where a physical space of 6 feet separation between others is maintained.

- Work-Study employees who are at increased risk of severe illness, or who work in offices where close proximity makes social distancing difficult, must discuss options for adjusting office locations, telework, or working from home with their supervisor.

- Student employees should complete work remotely whenever possible, working with their supervisor to substitute alternate assignments that can be completed remotely if regular responsibilities are not suited to remote work.

- Student employees will not be affected if supervisor can’t identify appropriate remote work to be done.

- Student employees who are continuing to work remotely should continue to submit timesheets as usual, a reminder will be sent through email.

- To work remotely, all student employees need a computer, hotspot, and phone access, if a student employee does not have access to a computer or hotspot, they can contact the Technology Support Department to discuss the options available to them.

- Student employees should be strongly encouraged to sign up for direct deposit. Students without direct deposit will have their checks mailed to the permanent address. Checks will not be available for pick up during expanded closure of the University.

- Contact the CCE via email at cce@utep.edu should you need to further discuss work environments or work schedules.
Actions for supervisors of CWS students who are working remotely:

- Check in with student employee(s) and make a personal connection – How are they adjusting to remote work? Refer them to UTEP COVID-19 site for the latest university updates.

- Discuss working remotely, does the student employee have access to a laptop, or device capable of connecting to the internet and successfully complete all assigned tasks. Provide alternatives, if student does not have access to a device.

- Students rely on their Work-Study earnings to pay for their educational expenses, including tuition and housing. It is important we continue to provide this vital resource.

- What systems will be used for team collaboration? (Microsoft Teams, Zoom, etc.)

- Develop appropriate online tasks for student employee(s).

- All CWS Partners and student employees, are required to complete a Temporary Remote Work Agreement.

Below are examples of Remote Work Tasks/Projects adapted for your student employees to work remotely:

- Virtual outreach/assignments, using Zoom or others virtual meetings software online.

- Create online content, review/creation of data entry, handouts, online presentations, etc.

- Update materials; flyers, manuals, processes, databases, lists.

- Customer service via e-mail, phone or video conference.

- Social media and/or Website coordination.

- Utilize the student employee’s talents and experiences. Create tips for student employees:
  - Public Speaking
  - Being an engaged student
  - Succeeding academically
  - Working in an office environment
  - Being a first-generation college student
Advice to CWS Student Employees on Working Remotely:

- Create a work plan or learning plan with your supervisor at the start of the internship.
- Have regular communication directly with the supervisor at least twice a week by phone, email or other method.
- Receive clear instructions and deadlines by the supervisor throughout their internship.
- Have regular feedback and supervision on their assigned tasks and projects.
- Keep a log of their projects that can be submitted to their supervisor on a weekly basis to track their progress.
- Evaluate your workspace, define a specific workspace with as few distractions to help you keep focused and create a work routine.
- Stay connected, be proactive about staying in touch with coworkers and supervisors.
- Practice self-care, have a set work schedule, create a calendar that includes work schedule, breaks, personal time and stick to them.

Resources:

Working Remotely:  
[https://www.utep.edu/technologysupport/workingremotely.html](https://www.utep.edu/technologysupport/workingremotely.html)

Student Remote Work Job Ideas:  
[https://www.utep.edu/human-resources/ Files/Job%20Ideas.pdf](https://www.utep.edu/human-resources/ Files/Job%20Ideas.pdf)

Student for students Working Remotely:  
[https://www.utep.edu/human-resources/ Files/Student%20Tips.pdf](https://www.utep.edu/human-resources/ Files/Student%20Tips.pdf)

Frequently Asked COVID-19 Questions:  
[https://www.utep.edu/ehs/COVID-19/faq.html#question-9](https://www.utep.edu/ehs/COVID-19/faq.html#question-9)

Work Healthy from Home:  
[https://www.utsystem.edu/offices/employee-benefits/living-well/be-healthy/work-healthy-home](https://www.utsystem.edu/offices/employee-benefits/living-well/be-healthy/work-healthy-home)

Tips for Managing Remote Student Employee  
[https://www.utep.edu/human-resources/ Files/Managing%20Tips.pdf](https://www.utep.edu/human-resources/ Files/Managing%20Tips.pdf)