



Guidance to Supervisors of Student Employees Working Remotely Due to COVID-19

Seattle University is directing all employees to work remotely unless their physical presence on campus is critical. This includes student employees. Because many supervisors will be supervising student employees who are working remotely for the first time, the university is sending this reminder of the university's policies and practices.

Supervisors of student employees working remotely should remember these key responsibilities:

- **Maximum Weekly Hours:** Student employees may work no more than 20 hours per week while school is in session.
- **Time Sheets:** Student employees working remotely must continue to report their hours accurately via SU Online. Supervisors must also review, correct as necessary, and approve the student employee's time sheet. This is especially critical for remote employees.
 - Student employees must not over-report or under-report their hours. Supervisors should remind student employees working remotely that they need to accurately record their time and that failing to do so could result in disciplinary action.
- **Rest Breaks:** Student employees working remotely must take a break of at least 15 minutes for every 4 hours worked, and must not work more than 3 consecutive hours without taking a break. Supervisors should continue to remind student employees working remotely to take their paid rest breaks if scheduled to work more than 3 consecutive hours.
- **Meal Break:** Student employees who are scheduled to work more than five consecutive hours will receive one unpaid hour for lunch. The student employee's supervisor will schedule one unpaid hour for the student's lunch/meal whenever the student is scheduled to work five consecutive hours or more. Neither the student-employee nor the supervisor should attempt to "waive" this unpaid meal period.
- **Overtime:** Student employees will receive overtime pay for any hours actually worked in excess of 40 hours per week. The overtime rate is 1.5 times the employee's regular rate.
 - Given the weekly maximum of 20 hours, it should be extremely rare that a student employee is scheduled to work or works overtime. Before a student employee exceeds 40 hours of work in a given workweek, the student employee must notify the employee's supervisor and receive authorization in writing before working overtime hours.
 - Supervisors need to ensure that student employees understand this prior-approval requirement. Given the high cost of overtime, supervisors will usually direct student employees to cease working rather than work overtime, as it is unlikely the nature of the work to be done justifies the overtime expense.
 - If the student employee works overtime hours without authorization, the employee must still record those hours. The university will pay the employee for those overtime hours at the employee's overtime rate.