



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

November 2, 2020

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY21-17

Distributed via Campus Email

To: All Supervisors

From: Cynthia A. Carter-Horn *CACH*
Senior Vice President for Business Affairs

James M. Palmer *JMPalmer*
Provost & Senior Vice President for Academic Affairs

Re: Student Employee Remote Work Due to COVID-19

As reflected on the PVAMU COVID-19 website, we continue to see increases in the number of student COVID-19 cases, both in positives and contacts. To better reduce the spread of coronavirus, effective immediately, any student workers employed in your respective areas are not permitted to work on campus; they must be given work tasks that will allow them to continue to work in a remote capacity. This directive will continue through the end of the fall 2020 semester. As supervisors, you should communicate regularly with your student employees. You should continue to provide them the same direction and guidance as you would if they were onsite.

If you do not have remote work opportunities available for your student employees, you should immediately make them aware so they can plan accordingly. Additionally, you should contact the Student Employment Office in Human Resources to either make them aware or work collaboratively with them to determine remote work conversion as a solution. Because this is not a complete shift to online operations as was done in the spring 2020 semester, the University is unable to pay students without having documented hours worked.

A separate but related communication will be issued to all students providing more guidance and direction.

xc: Ruth J. Simmons

CACH: pgs