

OBERLIN

COLLEGE & CONSERVATORY

Department of Human Resources

TO: Campus Wide
FROM: Human Resources - Student Employment Office
DATE: December 10, 2020
SUBJECT: Student Employment Guidelines Over Break

The Department of Human Resources' Student Employment Office (SEO) would like to provide a general update as it relates to student employment for the remainder of the term. Our office has received various inquiries as it relates to student employees, and we hope this communication helps provide some clarification.

Current Student Employees

- Any student employees who were hired in the fall may continue their employment through the end of January 2021.
 - In the current effort to de-densify campus regardless of continuation of employment through January, students are prohibited from working on campus until January 17, 2021. Only those students authorized to stay on campus via the appropriate channels may continue their work on campus, ideally remotely.
 - Fall student employees who are not authorized to stay on campus in January via the appropriate channels may work remotely through January 31, 2020.
- Student employees returning to Ohio in spring are able to work over the break, if needed. Normally, the gap between fall and spring would have been much shorter, and we'd like to remain accommodating to those departments and students that required assistance during this time.
 - NOTE: Students not returning for the Spring Semester must end employment by January 31, 2021.
- Students with new positions, not previously assigned in fall, may begin their assignments starting January 18, 2021.

Condition of Employment

- The same guidelines will persist into spring as they existed in the fall for the hiring of student employees. As a reminder, these are:
 - A student must be enrolled in the semester in which they work as a student employee.
 - The student must be present in the state of Ohio during the hired term.

Reminders

- Ohio minimum wage has increased to \$8.80 and will be updated accordingly for all students hired prior to 1/1/2021. Budgets should be accommodated accordingly.

Thank you for your time and attention to these updates and guidelines. Should you have any questions, please do not hesitate to contact us at student.employment@oberlin.edu.

Student Employment Office Team
[Department of Human Resources - SEO](#)