



Dear Members of the University Community,

All of the measures that the University has implemented thus far in response to COVID-19 are designed to help limit the spread of the virus, including the decision to reduce the number of people on campus by shifting to remote education. **Consistent with this decision, student employees and graduate assistants will not be eligible to work on campus from March 13 until at least April 14.**

Student employees will be paid for hours worked through March 13, 2020. Graduate assistants will continue to receive monthly stipends as planned.

After consulting with interested students, supervisors can complete a request form and submit it to their divisional vice president in cases where job duties can be accomplished and managed remotely. Divisional vice presidents can also approve a student employee or graduate assistant continuing to work on campus only if the person is performing a critical campus-based function.

We understand that students rely on money earned through work study to help with essential expenses. Students in need of special assistance during this timeframe can request support through the Financial Aid Office at finaid@scranton.edu.

Sincerely,

Jeff Gingerich, Ph.D.
Provost and Senior Vice President for Academic Affairs

Patricia Tetreault
Vice President for Human Resources