

Sent: July 20, 2021

Dear Student Supervisors:

As shared by Pepperdine Human Resources, the University continues to make plans to fully reopen its campuses in anticipation of the fall semester and welcome the Waves community home. We are glad to provide you with information and resources below as you prepare to welcome your student teams back to campus. Please note the policies and guidelines contained herein are subject to change and the University will communicate updates to the community as needed.

STUDENT EMPLOYEES RETURN TO CAMPUS

At the start of the Fall Semester/Term, the majority of student employment positions will return to in-person assignments. Please connect with your returning student employees or those that have been hired for the fall, to share any additional expectations you have regarding a return to campus. Departmental plans, including remote work arrangements if applicable, should be in place and communicated to students with as much advance notice as possible if returning to campus at earlier dates.

REMOTE WORK FOR STUDENT EMPLOYEES

It is expected that some student employees may request a hybrid or fully remote work arrangement following campus being restricted to essential business for nearly a year and a half. Student supervisors will first determine if the student position is conducive to remote work, and then determine if the student employee is eligible for remote work. We recommend that any student employee who wishes to have a hybrid or remote work schedule, meet with their supervisor. If the supervisor approves, the supervisor should complete a [Remote Work Arrangement](#). This must be completed by the student's **direct supervisor** (including faculty members who supervise students directly) prior to the start of the remote work arrangement.

With the assistance of the Human Resources Team, we have created a [Student Supervisor Checklist](#) that may assist you with determining which student positions and specific students may work remotely or be offered a hybrid work schedule. We understand that student roles vary drastically across the University and we welcome a conversation with you regarding your specific student positions. Please reach out to the Director of Student Employment, Shelby White (shelby.white2@pepperdine.edu), with any questions or concerns.

Student Employment is ready and pleased to assist as you navigate a return to campus for your student employees. Thank you for your continued leadership and for supporting the student employees at Pepperdine.

Sincerely,



Student Employment Team

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