

## *LifeWorks Program Office*

**Bulletin: #125**

**Topic: Approval Process for Summer Student Workers**

To: Student Work Supervisors

Date: March 26, 2021

This bulletin applies only to student workers you plan to hire to work in the regular summer period (13 May to July 30). It does not apply to Late Leave students (those who will be leaving campus prior to 5pm on May 12<sup>th</sup>) or Early Arrival students (those who won't arrive until after July 30<sup>th</sup>).

Summer student employment is limited to critical needs. This is especially true this year since the Townhouses are being renovated. Please click the link below to access the form to request approval for a summer worker. For each student you submit, we will need to know the student's name, ID number, gender (due to different limits on male and female beds), expected first day of work, expected last day of work, and housing status (commuter or on-campus). Students needing housing will receive a separate communication from Residence Life to apply for summer housing.

Supervisors must submit a form for each student, including Gate and LifeWorks scholars. **The submission deadline is 5pm, April 15.**

Before you submit a form, please read the following qualifications to ensure you are submitting a valid summer worker request.

1. The request is for a critical need.
2. The student will begin working prior to August 1<sup>st</sup>.
3. The student is enrolled in either summer or fall classes at Berry.

You can link directly to the Summer Worker Request Form by clicking on:

[Summer Student Worker Request Form](#)

This bulletin will be posted to the Supervisors page of the LifeWorks Resource Center for future reference at (<https://www.berry.edu/ppd/lifeworks/supervisor-resource-center>).

Please direct any questions to the LifeWorks Program Office at x2244.