

LifeWorks Office

Bulletin: #122

Topic: Winter Break Student Worker Approval Process

To: Student Work Supervisors
From: Dr. Mike Burnes
Cc: Dr. Marc Hunsaker
Lindsay Norman
Date: October 30, 2020

In previous years, Berry has been able to offer all interested student workers the opportunity to work and live on campus over winter break. This year, due to the extended length of the winter break period, concerns about COVID, and the effect of higher wages on the budget, the college will need to be more selective about who will be allowed to live and work on campus over the break. **As a result, LifeWorks supervisors will need to submit requests for all winter break student work positions for approval by their respective vice presidents. In order to be approved, the position must be deemed as either critical or essential.**

1. Critical student work positions are those required for health and safety reasons such as positions in the animal units.
2. Essential student work positions are those which are required for the college and off-campus partners to operate effectively.

The winter break will consist of four student work time periods.

1. November 20 – 27: **Only critical positions** can be filled during this period.
2. November 28 – December 22: **Critical and essential positions** can be filled.
3. December 23 – January 2: **Only critical positions** can be filled.
4. January 3 – 17: **Critical and essential positions** can be filled.

Supervisors must submit requests for all winter break positions, including those being worked by Gate Scholars, other students residing on campus, and commuters.

1. Complete an on-line form for each position. The form will ask for the title of each position and a justification. The form will also provide a drop down window from which you can choose to name a specific student for a position or let us know that you would accept a different student from a pool of unassigned Gate Scholars (this year, we will need to find additional winter break work options for some of the Gate Scholars). You can submit multiple forms for a single position if you are requesting more than one student for that position. The link for the form is:
<https://berry.presence.io/form/late-stay-approval>
2. Your completed form will be routed to your vice president for approval or disapproval.
3. If you requested a Gate Scholar, you will be contacted by the Gate Scholar director.
4. Residence Life will review approvals for all students to ensure housing is available for those who requested it and that Campus Safety has an accurate list of students needing access to campus.

The deadline for submitting on-line forms is November 6th @ 5pm. Please contact Mike Burnes at mburnes@berry.edu if you have any questions about this new process.

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