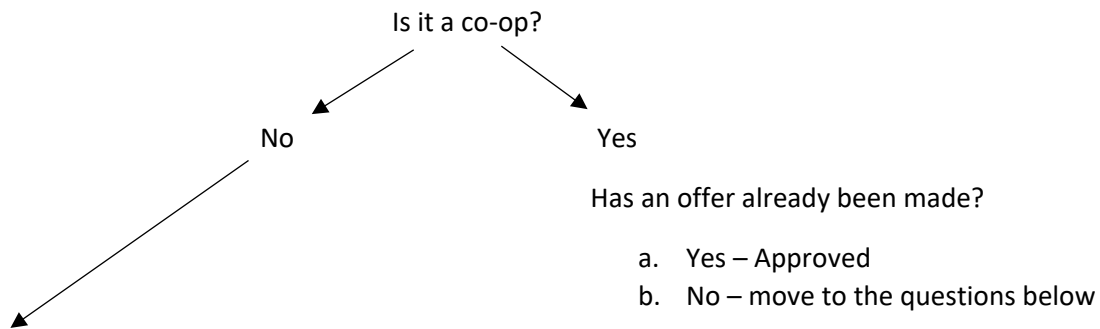


Determining if a student position should be approved

For positions that are not currently filled:



1. Is it necessary to support online instruction or academic continuity (and can be done remotely)?
 - a. Yes – can be approved
 - b. No – go to question 2
2. Is it a grant funded position (and can be done remotely)?
 - a. Yes – can be approved
 - b. No – go to question 3
3. Is it necessary for business continuity (and can be done remotely)?
 - a. Yes – can be approved
 - b. No – go to question 4
4. Is it necessary to prepare for an on campus fall semester?
 - a. Yes – approve, but offer letter must include contingency language from Legal
 - b. No – **Cannot hire.**

For existing positions that were hired with the expectation of continuing through the summer:

1. Will the summer work count as a co-op (and can be done remotely)?
 - a. Yes – can continue working
 - b. No – go to question 2
2. Is it necessary to support online instruction or academic continuity (and can be done remotely)?
 - a. Yes – can continue working
 - b. No – go to question 3
2. Is it a grant funded position (and can be done remotely)?
 - a. Yes – can continue working
 - b. No – go to question 4
3. Is it necessary for business continuity (and can be done remotely)?
 - a. Yes – can continue working
 - b. No – go to question 5
4. Is it necessary to prepare for an on campus fall semester?
 - a. Yes – Can continue working
 - b. No – **Cannot** continue working