



Alcorn
State University

TO: Supervisors - Student Workers (Federal Work Study, Graduate Assistants, Research Students, Student Interns and Student Tutors)

FROM: Dr. Wanda C. Fleming, Chief Human Resources Officer *WCF*

DATE: March 26, 2020

RE: Suspension of Student Work Activity Due to COVID-19

Working through this unusual time in response to the coronavirus (COVID-19) emergency flexibility and modifications to our normal work practices, including those that involve student workers. In an effort to minimize risk and ensure safety in the workplace, **all student work activity is suspended, for all categories of student workers, until further notice.** As such, student workers should not report to any work sites.

While we sympathize with the difficulties COVID-19 creates, and understand how important these funds are to students, under the circumstances and given current campus limitations, these measures must be taken.

The Department of Education has offered guidance to help us assist Federal Work Study (FWS) students during the COVID-19 pandemic. All current FWS students will be paid for the months of March and April 2020, up to 20 hours per week, not to exceed the amount awarded for spring 2020. We are still awaiting guidance regarding student interns and tutors.

Please note that all hours worked and/or work performed prior to the issuance of this memo is compensable (must be paid).

Your assistance and cooperation in this matter is greatly appreciated.

Thank you!

xc: Dr. Felecia M. Nave, President
Dr. Cornelius Wooten, CFO
Dr. Keith McGee, Interim Provost
Mr. Tracy Cook, VP Student Affairs
Mr. Derek Horne, Athletic Director
Mr. Marcus Ward, VP Institutional Advancement
Mrs. Lljuna Weir, Director Educational Equity & Inclusion
Mr. Cyrus Russ, Assistant VP Athletic Compliance