

FAQ for FWS Employers at Stanford

Can FWS students work remotely (telecommuting)?

Under certain limited circumstances for disaster-affected students, the U.S. Department of Education has given permission for FWS students to work remotely provided that some parts of their duties can be performed at a location away from their Stanford-provided work location. Issues of appropriate supervision, the nature of the work and compliance with all legal requirements must be carefully considered before arrangements are approved. Remote work arrangements must be carefully monitored on an ongoing basis. Here are more resources and guidance to review before approving remote work.

[Flexible Work Consultation](#)

[Admin Guide 2.1.20](#)

When does the temporary provision to allow FWS students to work remotely end?

There is no end date as of yet as situations around COVID-19 continue to evolve. For now, it should be made clear to students that remote work is a temporary arrangement that management may revoke as federal regulations and university responses to COVID-19 developments change.

Is the hiring department required to complete a Temporary Telecommuting Agreement with the student?

Yes. HR has published a [form](#) specifically for COVID-19 arrangements for you to have on file for your records. No need to send a copy to the Financial Aid Office. HR will need to note if the student is working in another state per [Admin Guide 2.2.2](#). Administrative fees will be waived for student workers.

Are students working remotely required to submit a timecard?

Yes. Timecards are required to be submitted by the student and approved by appropriate department administrators for the regular pay periods. The supervisor must determine beforehand how performance is evaluated and hours worked are verified. Normal expectations around meal breaks and rest breaks must continue to be observed.

Can supervisors revise a student's job duties if the current position does not allow for work to be performed remotely?

Yes, but you will need to provide a new job description to the Financial Aid Office by completing a new [FWS Authorization Request form](#). Please indicate in the job description that duties will be performed remotely for a duration of the student's employment term.

Is hourly wage adjusted for remote work?

Hourly wage is not adjusted for remote work if duties and responsibilities remain the same. If the position is modified to allow for remote work, you will need to reassess the hourly wage based on the new job description and [Undergraduate Student Wage Scale](#).

If a student takes a leave of absence for spring quarter, can the student continue to work in the same position and earn FWS funds during the period of non-enrollment?

Students may be eligible to continue their FWS jobs during spring quarter while on leave of absence with the university as long as they plan to re-enroll in the next academic year. To check the student's eligibility, a new [FWS Authorization Request form](#) must be submitted. If approved, the student would need to be moved to from a student position to a temporary position that carries the contingent fringe benefits rate (the same is true any time a "student worker" is not enrolled).

A student has a FWS or CSWS position secured for the summer with our department/unit. If he/she decides to take a leave of absence for spring quarter, will this affect their eligibility to perform a FWS job in the summer?

No. A student's eligibility for summer FWS is not dependent on their enrollment for spring quarter.