

Expectations during COVID

Subject to sudden change as the situation evolves.

Telework

All staff and students must have a telework application on file. Reviews are to be conducted in 30 days and quarterly.

Schedules

Staff and students must provide a schedule of the hours they are willing and able to work. For staff, these must be the same as or near the hours they would normally work in person (M-F 8-5). For students, hours /days are flexible, as long as they are available for meetings and questions during the aforementioned hours.

Equipment

Make sure that you have the right equipment and software to do the job. Computer, decent internet connection, webcam, speakers and mic, a code editor, and our Git workflow. If you need help with any of it, let us know.

Meatspace

As you know, we share office space, and there are a few folks there who are in high-risk groups. While our doors are open to you, I ask that you *not* go into the office unless absolutely necessary. The rest of the library of course is open to you for studying etc.

Work wherever you're comfortable; apartment, a carrel in the library, Starbucks, your parents' house, whatever; just stay safe.

Dress code is nonexistent – just be decent for meetings.

Contact

Students must provide supervisors with their current cell number, and must add ours to their phones so that they do not miss calls and texts.

We rely on Microsoft Teams for daily communication and virtual meetings. Students must have it installed on both phone and computer, and notifications must be on. Status must be updated to Away or Do Not Disturb when students are in class or otherwise unavailable to work.

Meetings

The DIWS team meets twice a week. Once a month the whole team meets with Stephen. Watch your emails for invites to these meetings. Scheduled meetings also appear in Teams - simply click on Calendar.

Getting paid

Student pay is based on the hours they are available to work and how much work they do. A DIWS team member will enter student hours - 4 hours a day until we hit a student's weekly limit.

Mandy in the Dean's Office is pulling all the timesheets, so there's nothing for students to print or sign.

Work study students: Financial Aid sends your green sheets directly to Julie, so there's nothing to collect or sign.