

**\*\* Important Notice Regarding AWL for Student Employees\* \***

TO: Campus Community

FROM: Student Employment Office  
Scholarships & Financial Aid

SUBJECT: Alternate Work Location for Student Employees

DATE: May 26, 2021

Alternate Work Location for Student Employees

Alternate Work Location (remote work) arrangements made with supervisor and department head approval due to COVID-19 protocols will end May 31, 2021. Because student employees are not covered under the SAP that addresses Alternate Work Locations for Non-Faculty Employees, they are not eligible to submit an AWL request through the formal request process, which makes them ineligible to work remotely beginning June 1, 2021.

In order to support college and department needs during the transition back to campus, Interim President Junkins has extended the temporary delegation of authority for approval of AWL requests for student employees. This delegation of authority allows department heads or equivalent unit heads to approve AWLs for student employees through August 15, 2021.

If you have further questions, please contact the Student Employment Office 979.845.0686 or [JobforAggies@tamu.edu](mailto:JobforAggies@tamu.edu).