Protocol, Procedure and Request Form  
for Supervisors Seeking on-site Student Worker Exemptions

Rationale, Purpose and Principles: In follow-up to many faculty and staff questions concerning allowing on-site student workers (RAs, TAs, hourly (grad and undergrad)), this approval process is intended to enable:

- Essential On-Site work be completed, where “Essential On-Site” is defined below,
- Comply with all NM Executive orders, all NMT orders, and all applicable contract obligations and federal/state laws and regulations,
- Reduce Coronavirus risks and potential transmissions to the maximum extent practical.

Note that to the maximum extent practicable, we want to keep all students who are depending on their NMT income working from home (or otherwise not on-site). This means that we ask all faculty and staff supervisors to find a way to keep them legitimately employed off-site. Thus, unless the supervisor can make a very strong case for an RA, TA or hourly student worker being in the "Essential On-Site" category (see definition, below), they should be sent "home" (their on-campus home, or wherever they may reside) with a means and assignment to work from there. Please keep in mind that our a priori assumption is that all students are NOT “essential on-site” workers, so a robust argument is needed.

Definition: “Essential On-Site” student worker means that this student’s work is essential for any one of the following:

(i) critical customer service,
(ii) maintaining critical biological, chemical, physical or engineering systems/equipment such that a loss of such care will cause significant harm to the institution (example – animal care facility, chemical safety systems, etc.),
(iii) research/projects that are at a critical stage in which loss of on-site work will cause major harm to the project.
(iv) Some students have to work in a classified environment in National Security projects. This is one of the jobs exempted from the Governor’s orders.

In other words, "essential on-site" means that the activity is necessary for the university to continue to function during the current public health crisis, and there are no other options than conduction of the on-site research, teaching or other function.

Instructions: There are three elements in the Google Form to be filled out by supervisors (link goes here) that need to be addressed:

1. Student name, supervisor name, work location (building and room number(s)).
2. Why they are essential on-site?
We will need a robust argument about why the proposed student is an “essential on-site” worker. A robust argument will address more than simply asserting that "my research is important". Important questions that may need to be answered, depending on the nature of the appeal are:

(i) If applicable, have no-cost extensions been explored? Given the current national crisis, we would be surprised if any funding agency would not grant a no-cost extension.

(ii) If applicable, in addition to no-cost extensions, requests for postponed deadlines and reports should be sought with funding agencies, wherever it makes sense and is important to the argument.

(iii) Can the student in question work at a distance on data analysis? craft presentation material? write papers or other material in support of the project? etc.

(iv) Have all other options been explored? For example, if the student does not have a laptop to support TA duties from a distance, can NMT (ACT or ITC) provide that?

(v) And how many weeks of work does the institution need for the student to be on-site?

3. What is your plan to make sure that they are following proper public health protocols? That is, how are you ensuring time and space social distancing (minimizing time overlap between people while maximizing spacing between people)?

**Constraints:** We will probably authorize “essential on-site” student workers in time durations of two weeks, which will enable us to keep the total student worker numbers at any one time low, yet give many more student/supervisors the opportunity to have essential on-site work done.