Student Employee Pay During Self-Isolation FAQ

In these extraordinary times, we want to support the health and wellbeing of our students and campus community. To this end, it is important that we offer flexible work arrangements for student employees who need to self-isolate. The information below should be used to guide decisions about how to appropriately handle pay when student employees must self-isolate due to COVID-19.

Undergraduate Student Employees

Q: If an undergraduate employee informs us that they are in self-isolation, how do we handle their pay?

A: Students should be encouraged to telecommute and should be paid as normal. If they are unwell and cannot telecommute, for the first 8 working days (up to 64 hours), they are eligible for Unscheduled Administrative Close (UAC) and entitled to the equivalent average pay for those days based on their regular work schedule. This is a one-time benefit, and is paid by the employing unit.

For undergraduate employees on sponsored projects, departments will need to make sure time is appropriately recorded on the sponsored project or redirected to a departmental account.

Q: How should federal work study students be paid during self-isolation?

A: Work study students are permitted to telecommute during any period of self-isolation. If unwell and unable to telecommute, for the first 8 working days (up to 64 hours), they are eligible for Unscheduled Admin Close (UAC) and entitled to the equivalent average pay for those days based on their regular work schedule. This is a one-time benefit, and is paid by the employing unit.

For concerns related to excessive absences, please contact the Dean of Students at dos@utk.edu.

Graduate Student Employees

Q: If a graduate student employee informs their supervisor that they are in self-isolation, how do we handle their pay?

Hourly: If they can telecommute, pay as normal. If they cannot telecommute, for the first 8 working days (up to 64 hours), they are eligible for Unscheduled Admin Close (UAC) and entitled to the equivalent average pay for those days based on their regular work schedule. This is a one-time benefit, and is paid by the unit.

9-month graduate assistant: They should continue to be paid their stipends.

12-month graduate assistant: They should continue to be paid their stipends.

Absences due to self-isolation should be handled as normal absences due to illness. In the case of GTAs, departments should make other arrangements to cover the instructional assignment. For GRAs on sponsored projects, departments will need to make sure time is appropriately recorded on the sponsored project or redirected to a departmental account.

For concerns related to excessive absences, contact the Dean of the Graduate School at gradschooldean@utk.edu.

For assistance with questions related to student employee pay, please contact hr@utk.edu.