

## Resources and Information for Rowan Student Employees

As we work through these complicated times and revise operations to minimize the risk to our Rowan community and the community at large, we must make difficult decisions. I apologize that we have not yet notified many student employees regarding their employment status.

At this time, responding to the COVID-19 crisis has made discontinuing most student work opportunities an unfortunate necessity. **If you are not contacted by your supervisor, you are not to report to work (or continue to work remotely). You may submit hours through Web Time Entry, if accrued, for NJ Earned Sick Leave during this time. You may report only the hours you would have been scheduled and only up to the forty-hour annual maximum. You will continue to be paid hours and leave time on your regularly scheduled paycheck.**

Please note that funds for our student work program (Institutional Student Work) depend on the overall University budget. As with nearly everything about our institution during this crisis, our plans to complete this year with student work opportunities have been severely disrupted.

We do not take decisions related to scheduling and employment lightly because we realize the impact that this may have on each person. We understand that this news may be dismaying and below, we recommend resources available to Rowan students that may help during this unusual transition.

We look forward to returning our student workforce as soon as possible next semester.

Please stay safe and if you have questions, please e-mail [hr@rowan.edu](mailto:hr@rowan.edu) or [payrollservices@rowan.edu](mailto:payrollservices@rowan.edu).

- The [Office of Career Advancement website](#) posts resources for employment and job opportunities for those with transportation.
- [Student Emergency Assistance funds](#) (up to \$500) are available from the Rowan University Foundation. This source can provide temporary financial assistance to students who have experienced a personal or family crisis that would jeopardize their status as a matriculated student at Rowan University. Funds are distributed through the Dean of Students.
- Additionally, if your family has experienced a loss of income, you may qualify for an adjustment. Information about an income adjustment appeal can be found on the

[Financial Aid website](#). Students who wish to submit an appeal should email [financialaid@rowan.edu](mailto:financialaid@rowan.edu).

- For students on a payment plan, the [Bursar's Office](#) will not assess late fees or place holds on accounts if students miss the payment due April 1. Contact the Bursar's Office at [bursar@rowan.edu](mailto:bursar@rowan.edu) and please include your name, Banner ID number and phone number in all correspondence.
- [The SHOP](#), Rowan's free food pantry and resource center for students, and [Fresh For All](#), which offers free fresh fruits and vegetables to students and community members each Friday, are scheduled to continue. Visit [Go.Rowan.Edu/TheSHOP](http://Go.Rowan.Edu/TheSHOP) for updates on hours and accessibility.
- Gourmet Dining also provides a number of [donated meals](#) to students facing food insecurity. Meals are distributed through the Dean of Students Office and The SHOP. Email [theshop@rowan.edu](mailto:theshop@rowan.edu) if you are in need.
- The Borough of Glassboro has two food pantries. (Please check with each about eligibility requirements):
  - Healing Wings - 520 E. Stanger Ave. – Wednesdays, noon–3 p.m.
  - Samaritan Center - 123 High Street East - Wednesdays noon–3 p.m. and Saturdays, 9 a.m.–noon. The pantry is open to one person at a time.