



July 2, 2021

Dear HR Reps,

Per the June 29, 2021 [memo](#) from Provost Prelock and Richard Cate (attached), staff who are now working fully remotely may request a temporary delay of their return to campus by contacting their supervisor beginning on July 6.

Supervisors are being encouraged to allow for wide flexibility on a temporary basis subject to operational needs. Any temporary extension of a telework agreement beyond August 2, 2021 may not extend beyond September 2, 2021. Deans and vice presidents are responsible for making sure that telework arrangements in their colleges/divisions are reasonable and appropriate.

If a supervisor receives a request from an employee to temporarily delay their return to campus, the supervisor will discuss the matter with the employee. If the supervisor agrees to temporarily continue the telework arrangement, they will send the employee an email confirming the date the employee is expected to return to campus and directing the employee to complete an e-Form. The hyperlink to the e-Form has been provided to supervisors to give to staff following their discussion(s).

No new telework agreements are needed for temporary extensions that end by September 2, 2021.

Supervisors should tell staff who indicate they want to telework beyond September 2 that they will need to make a separate, formal request after they receive written guidance about the process and mechanisms. A University Operating Procedure is currently being developed, which will provide guidance for longer term teleworking requests and agreements.

This process applies only to staff. If telework inquiries are received from other employee classes including faculty, post-doc associates, and temps, temporary allowances up through Sept 2 may be made at the discretion of the Dean or appropriate VP.

Mary Brodsky  
Associate Chief Human Resource Officer