



Department of Human Resources

TO: All University Employees
FROM: Fred Cratty, Chief Human Resources Officer
RE: Switch to On-Line Classes Following the Thanksgiving Break
DATE: October 27, 2020

As you are aware, when the University announced its reopening plans for the Fall semester it included switching all classes to an on-line format, as well as all residential students moving out of the residence halls, following the Thanksgiving break. Based upon this, the following will take place with respect to employees:

- Maintenance employees will continue to work on campus as they currently have been doing.
- Campus Police employees will continue to work on campus as they currently have been doing.
- Employees who have been primarily teleworking since March 13th can continue to do so.
- Employees who volunteered to return to work back in July can continue to work on campus, as long as they follow the parameters outlined in the [Phase 2 Reopening Plan](#). These employees can also convert to teleworking should they choose to do so.
- Employees who were sent a “Recall to Campus” notice from me prior to the beginning of the Fall semester can continue to voluntarily work on campus, as long as they follow the parameters outlined in the [Phase 2 Reopening Plan](#), or they can revert back to teleworking. If they chose to revert back to teleworking, the expectation is that they will return to working on campus in accordance with their original “Recall to Campus” notice as of the beginning of the Spring semester on January 26, 2021.
- Faculty will continue to have access to their offices, as long as they adhere to the parameters identified in the [Phase 3 Reopening Plan](#).
- Student employees can continue to voluntarily work on campus as long as they have their supervisors permission and that they follow the parameters outlined in the [Phase 2 Reopening Plan](#).

Please be aware that if a business need arises for an employee to be present on campus in order to perform their job duties, they will be contacted directly by their supervisor and requested to return to campus.

If you have any questions, please feel free to contact me at either my phone number or email address listed below.