

## **GUIDELINES FOR PROCESSING WORK-FROM-HOME REQUESTS - FACULTY**

### **Phase I – Employees (Faculty and Graduate Teaching Assistants) who request to continue working from home:**

All requests to work Spring 2021 from an alternate work location shall meet the following requirements:

- Name and course number of each class requested to be taught; if this is unavailable, please provide information related to the curriculum generally taught by the individual and a rationale for why the name and course number is unavailable at this time;
- Name of supervisor;
- Name of department head;

The employee must meet at least one of the requirements listed below:

- Older adults who are at increased risk for severe illness;
  - The employee has an underlying medical condition that may be severely impacted by COVID-19;
  - The employee's household or personal relationship circle includes individuals who have an underlying health condition that may be severely impacted by COVID 19; the employee's relationship with these individuals creates an expectation that the employee would care for them if any of these individuals were quarantined or self-quarantined.
1. During initial discussions, employees will be advised to encrypt all emails that include personal health or medical information. If assistance is needed in encrypting emails, please refer them to this webpage: <https://it.okstate.edu/services/cowboy-mail/email-encryption.html> or have them contact the IT HelpDesk at 744-4357.
  2. Once the information is received, the Office of Equal Opportunity will contact the department to discuss the request with the immediate supervisor, department head, and/or dean (or designee) to handle the request. The dialogue with the department should address any concerns regarding the employee's ability to teach remotely.
  3. Each concern by the department will be addressed, including current performance issues the employee may have, and whether the specific class is appropriate for remote delivery.
  4. After the interactive process has been completed, the Office of Equal Opportunity will assess whether the employee should be allowed to teach remotely. Decision makers will be informed of the decision to recommend or not recommend an accommodation, and an email will be sent to the employee, immediate supervisor, department head, and/or dean (or designee), using one of the two templates below:

All,

As you are aware, the Office of Equal Opportunity is in receipt of a request by [NAME OF EMPLOYEE] to temporarily work remotely during [INDICATE DURATION THROUGH THE END OF THE SPRING SEMESTER]. After a review of [NAME OF EMPLOYEE]'s request, it is recommended they be allowed to work remotely during this period.

A follow-up visit may be conducted every 30-60 days to answer questions that may arise during the period. Should questions or concerns arise, please contact me at [PHONE NUMBER and/or EMAIL ADDRESS].

5. If it is determined that the employee does not meet the CDC requirements to work remotely, the following email will be sent to the employee and management:

All,

As you are aware, the Office of Equal Opportunity is in receipt of a request by [NAME OF EMPLOYEE] to temporarily work remotely during [INDICATE DURATION THROUGH THE SPRING SEMESTER]. After a review of [NAME OF EMPLOYEE]'s request, no recommendation will be made in this instant matter.

Inform the immediate supervisor, department head, and/or dean (or designee) that they need to provide HR Consulting Services with the names of faculty who do not meet requirements under CDC guidelines but have been approved to work from an alternate location using a non-OEO approval process. The [HR Consultant](#) will work with the supervisor, department head, and/or dean (or designee) on the Alternate Work Location paperwork.

## **Phase II – Employees whose positions require them to be at work:**

1. Employees whose positions can only be performed on campus, but request to stay-at-home due to:
  - Meeting COVID-19 stipulations;
  - Do not feel safe reporting back to work because COVID-19 stipulations may affect a parent or child under their care;
2. A response to the request with the suggested language below:

“Pursuant to OSU guidelines, your request is being forwarded to the Office of Equal Opportunity for consideration.”

Copy Teri Brazil and Anna Cramer on the responses at [absence@okstate.edu](mailto:absence@okstate.edu).

**Phase III- Any requests that require a more thorough review, that are too complex to handle through the above process, or do not fall into any of the categories listed above**

1. OEO will respond to the employee by email that their request is under review and provide the employee with the approximate date the process will be completed.

**Note - this guidance will be revised as needed due to evolving guidance from the CDC and EEOC.**