GUIDELINES FOR PROCESSING
WORK-FROM-HOME REQUESTS - STAFF

Phase I – Employees who request to continue working from home:

All requests to work Fall 2020 from an alternate work location shall meet the following requirements:

- Name of [employee who is requesting to continue working remotely];
- Copy of job description;
- Name of immediate supervisor;
- Name of department head;

The employee must meet at least one requirement below:

- The employee is 65 or older;
- The employee has an underlying medical condition that may be severely impacted by COVID-19;
- The employee has an immediate family member, a person who regularly resides in the employee’s home, or a similar person with whom the employee has a relationship that creates an expectation that the employee would care for the person if he or she were quarantined or self-quarantined, who has an underlying medical condition that may be severely impacted by COVID-19;

1. During initial discussions, employees will be advised to [encrypt] emails, when providing medical information. If assistance is needed in encrypting emails, please refer to this webpage: https://it.okstate.edu/services/cowboy-mail/email-encryption.html or 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, Dean (or designee) to handle the request. The dialogue with the department should consist of any concerns why the employee cannot teach work remotely.

3. Each concern by the department will be addressed including current performance issues, and whether the job can be performed remotely.

4. After the interactive process is completed, the Office of Equal Opportunity will assess whether the employee should be allowed to work remotely. Inform the immediate supervisor, department head, Dean (or designee) of the decision to recommend or not recommend an accommodation, and send an email to the employee and immediate supervisor, department head, dean (or designee) with a similar response 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 FALL 2020 SEMESTER]. After a review of [NAME OF EMPLOYEE]’s request, it is recommended that they be allowed to work remotely during the duration.

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].

1. If it is determined the employee does not meet the Center for Disease Control (CDC) requirements to work remotely, an email will be sent to the employee and immediate supervisor, department head, dean (or designee) with a similar response 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 FALL 2020 SEMESTER]. After a review of [NAME OF EMPLOYEE]’s request, no recommendation will be made in this instant matter.

Should the immediate supervisor, department head, Dean (or designee) determine to allow [NAME OF EMPLOYEE] to work remotely, please notify our office. It is important that our office tracks modifications for alternate work location purposes.

2. Provide HR Consultant Services with the names of staff being allowed to work from an alternate location but does not meet requirements under CDC guidelines. The HR Consultant will work with the supervisor, department head, or Dean on the Alternate Work Location paperwork.

A follow-up visit may be conducted every 30-60 days to answer questions that may arise.

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 for whom they care;

2. Respond to the request with the suggested language below:
“Pursuant to OSU guidelines, your request is being forwarded to the Office of Equal Employment Opportunity for consideration.”

Copy Teri Brazil and Anna Cramer at absence@okstate.edu on the responses.

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

1. Respond to the employee by email that their request remains under review. Provide the employee with the approximate date the process will be completed.