

GUIDELINES FOR PROCESSING WORK-FROM-HOME REQUESTS - STAFF

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

All requests to work Spring 2021 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 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 (OEO) 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 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, OEO will assess whether the employee should be allowed to work remotely. Inform the immediate supervisor, department head, and/or 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, and/or dean (or designee) using one of the two response 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 SPRING 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].

- a. 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, and/or dean (or designee) with following response:

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.

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 categories addressed 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.

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