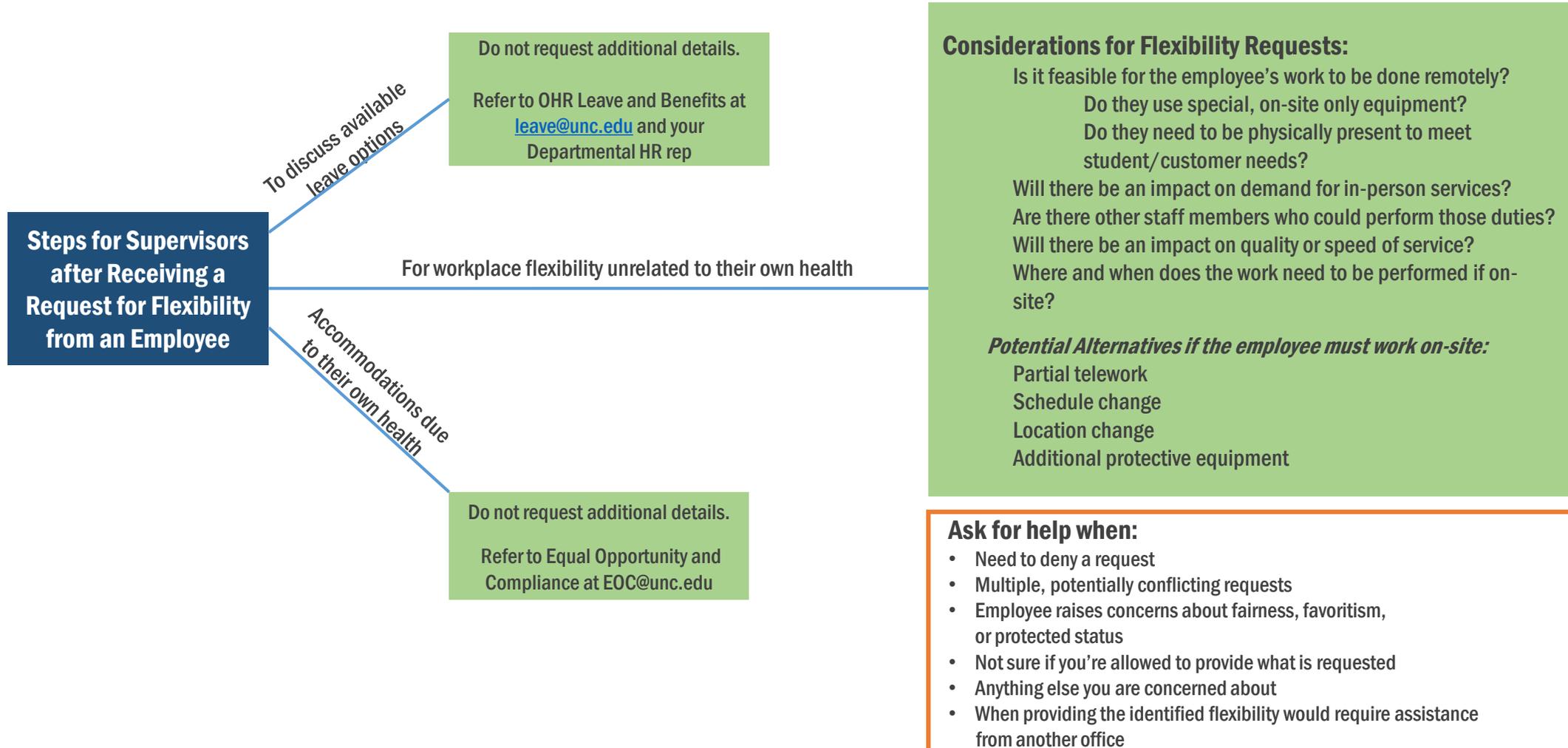


## Guiding Principles:

Be as flexible as possible while still meeting the needs of the University and students.

Flexibility may look different for each person.

Equity does not necessarily mean the same flexibility but does require a fair and consistent process.



# STAFF REQUESTS

- Is it feasible for the employee's work to be done remotely?
  - Special equipment on-site only?
  - Physical presence necessary to meet student/customer needs
  - Impact on demand for in-person services
  - Other staff who could perform those duties
  - Impacts on quality or speed of service
- Where does the work need to be performed on-site?
  - When does the work need to be performed on-site?
    - Consider impact of lengthened class day on demand times
- If an employee must work on-site, what measures can be put in place to protect them while on campus?
  - Partial telework
  - Schedule change
  - Location change
  - Additional protective equipment