

Subject: Remote work policy and agreement now available

Date: Tuesday, June 1, 2021 at 7:39:23 AM Eastern Daylight Time

From: UofL Update

To: UofL Update

Cardinal Faculty and Staff,

Our collective effort to ensure students return to a community that is buzzing with on-campus activity has been tremendous. Academic and administrative unit leaders have received guidance on returning their units to campus and will soon begin transitioning.

Today, Cardinal faculty and staff can view the Remote Work Policy and Remote Work Arrangement & Equipment Maintenance Agreement on HR's [COVID-19/Return to Campus](#) webpage. Please note: the formal version of this policy will not be available in the university's Policy and Procedures Library until July 1, 2021, when the policy goes into effect. Additional return to campus resources and training recordings are available on the webpage as well.

Reminder of 2021 Return to Campus Plan

There are four phases to our 2021 Return to Campus Plan to help our employees ease back into a primarily on-campus work community. **We are now in Phase 2.**

- **Phase 1:** At the beginning of May, leaders, supervisors, and employees were informed of the university's overall expectation for employees to begin returning to work on campus over the summer. During the month of May, HR provided a series of supervisor and employee trainings to review the Remote Work Policy and Remote Work Agreement.
- **Phase 2:** As of June 1, the Remote Work Policy has been released. During the month of June, vice presidents, deans and vice provosts will provide departmental guidance to employees regarding their available flexible work options. Employees may now complete the Remote Work Arrangement & Equipment Maintenance Agreement and submit to their supervisors for reviewal.
- **Phase 3:** Starting July 1, the Remote Work Policy goes into effect. Faculty and staff who have been primarily working remotely and have been identified as needing to return to the classroom or student service areas should begin shifting their schedules to primarily or fully work on campus based on direction provided by their supervisors.
- **Phase 4:** By August 1, front-facing and student service positions should be primarily or fully back on campus. Any remote work requests should be finalized and consistently followed by this time.

What's next

We understand that a mix of emotions may arise as many gear up to transition back to in-person work. Lean on our Community of Care, check in with a colleague or supervisor, and take advantage of the trainings and support opportunities our staff have worked hard to plan and provide. HR will host a final employee training on June 3, and you can register for it on the [HRtalks](#) webpage. At the end of this month, the Employee Success Center will begin hosting [Back to Campus Coaching Circles](#) to provide tools, support and encouragement to help employees navigate the new normal. Remember to regularly check UofL Today for university updates on the return to campus plans and policies.