

Subject: Return to Campus Plan and upcoming Remote Work Policy
Date: Wednesday, May 5, 2021 at 9:45:41 AM Eastern Daylight Time
From: UofL Update
To: UofL Update

Cardinal Faculty and Staff,

We want to thank you for your continued hard work and the incredible dedication you have shown to students and the university, whether from home or on campus, throughout the pandemic.

Over the last year, we had to change the way we worked and operated as a university to ensure we could continue our daily operations and protect everyone's health and safety as the pandemic continued to spread. With increased vaccine availability and the worst of the pandemic appearing to be behind us, we are looking forward to building back our vibrant, interactive and transformative on-campus community.

Our vision for returning to campus

This fall, we expect to offer a majority of in-person classes and highly engaging experiences on campus that support the whole student. To do that, we must have a strong, welcoming presence in our classrooms and student-service areas. This means front-facing and student-service positions will need to have a consistent presence on campus. Department leaders will soon start preparing their individual departments for their safe return to campus and options for remote work going forward. As long as a strong presence in classrooms and student-service areas is maintained and the overall operations of our schools, colleges and departments are continued without compromising quality or productivity, department leaders may offer flexible work options to employees. For this vision to be realized by this fall, we are implementing a phased plan for faculty and staff returning to campus and a new remote work policy.

Return to Campus Plan

There are four phases to our Return to Campus Plan to help our employees ease back into a primarily on-campus work community.

- **Phase 1:** This week, we are informing all employees of the university's expectation for employees to begin returning to work on campus over the summer. During the month of May, HR will provide a series of supervisor and employee HRtalks training sessions to review the Remote Work Policy and Remote Work Agreement. You can register now for employee sessions on the [HRtalks webpage](#).
- **Phase 2:** On June 1, the new Remote Work Policy will be released. During the month of June, VPs, deans and vice provosts will provide departmental guidance to employees regarding their remote work options, as applicable. Additionally, the Employee Success Center (ESC) will offer sessions during June that provide support and guidance to supervisors and employees.
- **Phase 3:** Starting July 1, employees with student-service positions and positions identified as requiring an on-campus presence, in whole or part, should begin shifting their schedule to gradually and primarily work on campus based on direction provided by supervisors.
- **Phase 4:** By August 1, all remote work requests should be finalized and all employees with student-service positions and positions identified as requiring an on-campus presence, in whole

or part, should be consistently following the work schedules determined by supervisors.

New Remote Work Policy

The new Remote Work Policy will be released on June 1. At that time, employees may begin completing the Remote Work Agreement and submit requests for remote work options to their supervisors. During the month of June, the Temporary Telecommuting Guidelines will remain in effect. The Remote Work Policy will go into effect starting July 1.

Our continued commitment to health and safety

The health and safety of our university members will continue being our highest priority. Masking and distancing on campus will still be required until further notice. Testing and vaccination sites will continue to be available on our campus, and our [Business Operations COVID Support Team](#) will continue being readily available to assist with any questions or concerns around COVID-19.

As always, we will continue monitoring the situation closely and keep you regularly updated. We will be ready to change our plans if necessary. The UofL Today employee newsletter will be used frequently to update employees on the progress of our Return to Campus Plan and reminders of upcoming HR and ESC training and support sessions.

Neeli Bendapudi

President

Lori Stewart Gonzalez

Executive Vice President and University Provost