



To: Dean's Council

From: Taya Jackson Scott, EdD, Vice Dean 

Date: July 22, 2020

Re. Return to campus: Next Steps

The Provost's Office has approved the **return to campus list** provided by each unit leader earlier this month. Thank you so much for having turned that around with such short notice! We know that some of you have already spoken with staff and faculty in your units about return to the buildings. If you have not done so, though, we suggest the following next steps for communicating with them.

1. **Review the list you provided to confirm the dates or to make changes.** Send any updates to Brent Wishart (brent_wishart@unc.edu), your HR Point Person, and to Taya Jackson Scott by **July 28, 2020**.
2. Using the names/dates on the approved Provost's list, Dean's Council members should advise supervisors within their units to reach out to their staff members (ideally individually) to let them know the date we expect them return to work on campus. As you make final decisions and begin to have conversations with staff, please keep the following guidance in mind:
 - ◆ There should be a clear, good business reason for bringing staff on site, and special safety plans and considerations should be in place for those with shared office space. (Note, we will send guidance very soon with details about developing safety plans for your units.) If the same work can be done off site without compromising quality, productivity and accomplishment of the unit and School missions, then the employee should *continue* to work off site.
 - ◆ Maintaining COVID-19 protocols will be easier if we use a phased approach to returning to our buildings.
3. If staff members indicate they are unable to return as planned, we ask that you consider the request for an alternative work arrangement for the staff member, as follows:
 - ◆ **If the request is for health-related reasons for the staff member**, please consult with [Equal Opportunity and Compliance](#) (EOC) or [OHR Benefit Office](#) representatives. Your Gillings School HR team representative is also available for guidance.
 - ◆ **If the request is for other reasons**, work with the staff member with an extra level of flexibility and compassion to develop an **alternate work plan**. Please document the plan in a memo, as follows, and copy your HR point person:
 - Date of the agreement
 - How long the agreement will last until it is reviewed. (Note: the agreement should not extend beyond the end of Fall semester before it is reviewed and updated).

- Details of the agreement (special work schedule; hours/days on site; hours and days off site).
- Name and PID of supervisor providing the work arrangement.
- Name and PID of employee with whom the agreement has been made.
- Send copy to: (1) your HR point person; (2) Brent Wishart, facilities manager; (3) your department chair or unit leader.

Note: As emphasized above, before saying “no” to a staff member’s request for alternate work arrangements, please contact your HR Point person or EOC or Employee and Management Relations for counsel (depending on the request). Please remember to use all due kindness, understanding and flexibility when addressing this very serious concern for everyone.

Please reach out to Abbey McLennan, Gillings HR Team Lead, at amclenna@email.unc.edu, with any questions you may have. Thank you so much for all you are doing to support Gillings employees throughout this very challenging time!