

From the desk of Barbara Chaput, Executive Director of Human Resources/Payroll - 6/22/20

As you know, while campus has remained open, on-campus staffing has been significantly reduced over the past few months. The Commonwealth is recommending a phased approach to return employees. We are following these recommendations and ensuring we are aligned with the framework from the higher education sector.

As we continue to implement our phased approach to a safe as possible return to campus and on the heels of President Birge's message addressing our current plans for the fall, outlined below is the process to request continuation of telecommuting practices.

The Center for Disease Control guidance states that adults age 65 and over and people of any age with certain serious underlying medical conditions might be at higher risk for severe illness from COVID-19. Employees themselves may be in a high-risk category. Employees may have a vulnerable member living in their household who has a serious underlying medical condition. Finally, there may be employees who lack childcare during this public health emergency.

The attached Process Guidelines to Request Temporary Continuation of Telecommuting outlines the appropriate process to follow should there be a need for a staff member to request an extension of telecommuting after June or for a faculty member to request continuation of remote teaching for fall 2020. Please keep in mind that the responsibilities of the position and operational needs of the college are among the various considerations when deciding about the ability to approve a temporary telework request.

If any of these categories apply to you and you need to apply for this extension, please complete the appropriate form(s) and medical documentation as described in the procedure, and return them to me by July 8. If you have any questions about this process, please let me know.

Thank you,
Barb

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**National Top Ten
Public Liberal Arts College”
2019 US News & World Report**

Attachments:

[ADA-Accommodation-Medical-Certification.pdf](#)

[ADA-Request-for-Reasonable-Accommodation.pdf](#)

[MCLA-Process-Guidelines-to-Request-Temporary-Continuation-of-Telecommuting.pdf](#)

[Request-for-Temporary-Telecommuting-Continuation-Form.pdf](#)