Return to the Workplace Decision Tree
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- Has your building and business unit/research group received approval to operate and begin directing additional people to return to work?
- Have you confirmed with the individuals that you intend to return to the workplace that they are able and willing to return?
- Have you encouraged individuals to review CDC guidelines to assess their own risk factors?

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YES
- Maintain remote working
- Assess productivity
- Evaluate regularly

HAS THE SUPERVISOR DETERMINED THAT THE MAJORITY OF THE EMPLOYEE’S DAY-TO-DAY RESPONSIBILITIES CAN CONTINUE TO BE PERFORMED USING TEMPORARY MODIFIED WORK ARRANGEMENTS/REMOTE WORK?

NO

BASED ON FACTORS HIGHLIGHTED IN THE CDC HIGH RISK GUIDELINES OR OTHER FACTORS, IS THE INDIVIDUAL ABLE TO RETURN TO THE WORKPLACE?

YES

EMPLOYEE RETURNS TO THE WORKPLACE AS NEEDED

NO

DOES THE EMPLOYEE HAVE ANY DOCUMENTED ADA ACCOMMODATIONS THAT LIMIT THEIR ABILITY TO WORK ON-SITE, OR HAVE THEY BEEN GIVEN THE CHANCE TO PROVIDE MEDICAL DOCUMENTATION INDICATING THEY CANNOT RETURN TO WORK ON-SITE?

YES

EMPLOYEE RETURNS TO THE WORKPLACE WITH ACCOMMODATIONS

NO

DETERMINATION OF LEAVE OPTIONS

- Consult HR Solutions to discuss leave options

DOES THE EMPLOYEE QUALIFY FOR ANY PAID LEAVE (FFCRA, ACCRUED LEAVE) OR UNPAID LEAVE (FMLA)?

YES

Consult Division HR to discuss alternative work or leave without pay options. Employee may also appeal the directive to return to on-site work.
All employees who can continue to perform the majority of their day-to-day responsibilities remotely should continue to do so. However, as we begin to resume on-campus operations, additional employees may be required to physically report to work given business needs (other than mere convenience or a desire for increased productivity). In the eventual circumstances of a physical return being necessary, supervisors should use these guidelines in conjunction with the “Decision Tree” to inform their decision-making. Should supervisors need consultation, they should contact their HR Consultant in the Division of Human Resources.

Here are some important considerations:

1. **During the initial COVID-19 response, was the employee required to physically report to on-site work?**
   
   a. If yes, a supervisor mostly likely can continue to require an on-site physical presence. However, as business needs change, the supervisor should reconsider whether an on-site presence is necessary.
   
   b. If no, a supervisor must consider (and be prepared to document, if necessary) what has changed about the nature of work being completed on-site that would require the employee’s physical presence. Mere convenience or a desire for increased productivity is not a sufficient reason to require an employee to return to working on-site. A supervisor must discuss and receive written approval from their Department/College leadership (immediate supervisors for staff and the Provosts Office for academic employees) prior to directing an employee to return on-site.
2. During the initial COVID-19 response, was the employee able to perform the majority of their day-to-day responsibilities from a remote location?

   a. If yes, then the employee most likely should continue to work remotely. A supervisor must be prepared to document the change in business needs if they now want this employee to work on-site. Mere convenience or a desire for increased productivity is not a sufficient reason to require an employee to return to working on-site.

   b. If no, then it may be reasonable to consider on-site work.

3. Does the employee have any critical tasks that need to be performed on site, even though most of their work can be performed off site?

   a. If yes, as on-campus operations resume, a supervisor should look to find ways to perform the critical functions that minimize the number of people asked to return and minimize the amount of time on-site for any individual employee.

   b. If no, the employee should continue to work remotely.

4. Is the employee unable to perform the majority of their responsibilities because their work requires them to be physically present on campus (e.g. childcare, lab technician work, etc.) but the employee's in-person work is still not permitted by the University?

   a. If yes, and if reasonable, you should continue to have the employee work at home, identifying other work that can be performed remotely (e.g., other unit work that can be assigned, education/training, etc.), if the employee does not have a full workload.

   b. If yes, and it is not reasonable to identify other work that can be performed remotely, it may be necessary to consult with the HR Consultant team.
Steps for Returning to On-site Work

1. Use a Remote Work Plan (PDF) (or similar document) and the Decision Tree to determine which employees will continue working remotely and which will be directed to return for on-site work, even if in a limited capacity.
   a. Consult with individuals about their availability to return to on-site work.
   b. Consult with your Human Resources Consultant for assistance on holding conversations with individuals who have concerns or are unwilling to return to on-site work.

2. Obtain written approval of your Remote Work Plan from your supervisor.

3. Based on the approval of your Remote Work Plan, inform each individual if and when they will or will not return to on-site work, as well as their right to an appeal if they disagree with a directive to return to on-site work.