



MEMORANDUM

To: Managers and All Full-Time Permanent Faculty and Staff
From: N.C. A&T State University Human Resources
Re: Teleworking Guidance
Date: March 15, 2020

In light of the Governor's declaration of an emergency in connection with COVID-19, we have received guidance from the UNC System Office to temporarily expand the **use of teleworking** options for employees, when feasible, as part of broader social distancing strategies. Based on this guidance, we have sent a message asking all supervisors to work with their employees to encourage remote work, where possible. This guidance is effective immediately. There continue to be no confirmed cases at N.C. A&T.

Arrangements are to be made between managers and their teams according to the North Carolina A&T State University [Flexible Work Arrangement](#) policy. Supervisors and managers will be asked to ensure that essential functions are covered and that on-campus operations be continued. The provisions in the Policy requiring higher levels of approval and the expectation that employees spend at least four days on campus will not be enforced at this time.

A few important points regarding this guidance notice include:

- This guidance applies equally to all permanent full-time employees, including faculty.
- North Carolina Agricultural & Technical State University remains fully **open and operational**. Managers and supervisors must ensure that those employees who are necessary to support University operations, including both classroom instruction and the full range of student services, continue to report to work.

Managers must ensure that employees who work remotely are reporting into work on a **regular schedule** and have the necessary tools to **complete their work responsibilities in a timely manner**.

- It is up to individual managers to decide which employees may telework based on the nature of their work and which may not. Not all positions may be afforded this opportunity depending on the impact on University operations and especially positions that impact essential functions, including classroom instruction, student and staff services.
- Regardless of an employee's mandatory or non-mandatory status, **maximum consideration** should be afforded to granting teleworking flexibility to those individuals who are identified by public health authorities as being at high risk or who are caregivers for such individuals.
- [Employee Assistance Program](#) is a resource available to help employees through stressful situations and events. Those who may worry about the development of COVID-19 and its impact may utilize this free service.
- As you may work with your employees on this flexible work arrangement, keep in mind that some of the communications tools generally used by remote teams may include Skype, Zoom, Microsoft Teams, and Office 365.

Given the very dynamic and evolving nature of this situation, we expect further guidance will be issued regarding COVID-19 in the days ahead. Please only trust guidance coming to you from official North Carolina A&T channels to prevent confusion and/or circulation of erroneous messages. It has been said many times, but it is true: This is a rapidly changing situation. Please monitor your email regularly for the latest guidance and information. We will continue to keep you closely informed.

For additional information, please review ncat.edu/coronavirus.

Sincerely,



Erickia Elbert
Interim Vice Chancellor for Human Resources
N.C. A&T State University