

From: [OU HSC Human Resources \(HSC\)](#)
To: [OKC-Faculty \(HSC\)](#); [OKC-Staff \(HSC\)](#)
Subject: Information About Returning Campus - HSC Employees
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HUMAN RESOURCES

The UNIVERSITY of OKLAHOMA

Returning to the OUHSC Campus

The return to full, normal operations in all areas of the University of Oklahoma will be a gradual, phased process. As described in [Interim President Harroz's recent letter](#) and the OUHSC COVID-19 Return Plan, deans and vice presidents are responsible for the timing of the return-to-campus plans specific for their areas. Supervisors will contact employees who are not currently working on campus to advise them when a return date has been determined. Employees are expected to return to campus when they are notified to do so by their supervisor.

If there is a reason an employee cannot return to campus, they should contact their supervisor to discuss their circumstances. If an employee is unable to comply with the return-to-campus instructions because of their own illness, caring for an ill person, childcare, or other COVID-related concern, they can find more information here: <https://hr.ou.edu/News/Families-First-Coronavirus-Response-Act-Information>.

Telecommuting

Temporary telecommuting continues to be encouraged where possible. Telecommuting is not ideal for the majority of positions, and not all employees are able to perform their duties away from the workplace. However, managers may have those employees who can perform their work at home continue to do so as part of their phased return-to-campus plans.

While telecommuting, it remains important for supervisors to review work duties with employees. Ideally, the employee's schedule and responsibilities should be as similar as possible to the work done on-site. If there are certain portions of an employee's job that cannot be done remotely, then the employee should be given other options. These options could include cross-training, professional development, special projects, or other duties as assigned.

Admin Leave

If it is not yet appropriate for an employee to return to campus and none of the remote work options described above are available, then a supervisor is authorized, when necessary, to approve COVID-19 Admin Leave through June 30. Guidelines for admin leave are available here: <https://hr.ou.edu/News/Coronavirus-COVID-19-Information>. Employees who are not

benefits eligible are not eligible for administrative leave.

New Hires, Promotions, or Raises

Norman-based programs: Refilling of all vacant staff positions, both new and existing, continues to be paused through the end of May, including student positions. At that time, certain critical positions may be approved with the consent of the Chief Human Resources Officer. Promotions and pay increases should not be submitted at this time.

OUHSC-based programs: Promotions and pay increases should not be submitted at this time unless they have already been fully approved during this academic year.

Responsibilities for Workplace Wellness

It takes effort from everyone to limit the spread of COVID-19. Employees should take Paid Time Off (PTO) and not report to work if they are ill, if they have a fever or COVID-19 symptoms, or if they live with someone who has symptoms. If an employee reports an illness or a fever while at work, the manager may ask them to leave the workplace, consult Employee Health, and take PTO.

To be compliant with University and federal regulations, managers must require employees to follow the screening and safety procedures applicable to their work environment. Managers must not provide medical advice, speculate about an employee's medical status, ask employees health-related questions, or require submission of medical documentation beyond the approved screening and safety requirements. We encourage managers to support their employees who need to be absent for health reasons.

Symptomatic Individuals

Employees who are experiencing symptoms known to be associated with COVID-19 such as chills, cough, fever, headache, muscle pain, new loss of taste or smell, repeated shaking with chills, shortness of breath, difficulty breathing, or sore throat should contact the Employee Health clinic on their campus and call their personal primary care physician:

Norman Campus: (405) 325-8732

OUHSC: (405) 271-9675 or employee-health@ouhsc.edu

OU-Tulsa: (918) 660-3102 or TulsaStudentHealth@ouhsc.edu

Questions?

The University will continue to assess and monitor the situation and post new information here: <http://www.ou.edu/coronavirus>. For additional HR information, we encourage employees to speak to their supervisor, Human Resources, or visit the HR website: <https://hr.ou.edu/News/Coronavirus-COVID-19-Information>.

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