

**From:** [Human Resources](#)  
**To:** [All Staff \(Norman\)](#)  
**Subject:** Returning to Campus – Norman employees (clarification on hiring)  
**Date:** Friday, May 8, 2020 10:31:08 AM  
**Attachments:** [image001.png](#)

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## HUMAN RESOURCES

*The UNIVERSITY of OKLAHOMA*

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### **Returning to 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 May 5 letter](#), University Operations staff who report to Vice President Eric Conrad will resume onsite operations on the Norman campus May 11. This will be followed later by some laboratory and field-site employees as described in the [May 6 memo from the Office of the Vice President for Research and Partnerships](#). Other areas of the University will also begin to develop phased return-to-campus plans to be implemented over the coming weeks and months.

As this controlled approach evolves, department leadership and supervisors will develop return-to-campus plans specific for each department. Supervisors will contact employees 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 onsite. 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. Exceptions are made for positions on sponsored programs and grant-funded accounts as described in this [April 2 memo from the Office of the Vice President for Research and Partnerships](#).

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](mailto:employee-health@ouhsc.edu)

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