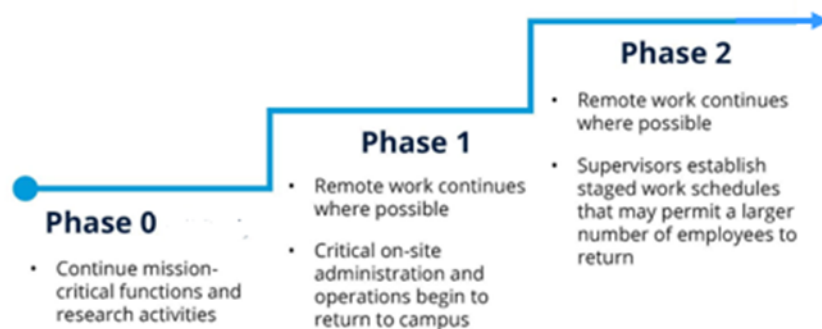


College of the Liberal Arts Returning an Employee to On-Site Work

At this time, **employees who can effectively work remotely should continue to do so until further notice**. In the event of a return to work of staff on campus, the university, through the Return to Work task force, has created a comprehensive set of guidelines to assist with the process. The complete set of guidelines can be accessed [here](#). The following university guidelines should be followed when determine if an employee should be returned to on-site work.

1. Phased Return (Pages 4-6 of Implementation Guide):

The University is currently in Phase 0 per the graphic below. At this time only those individuals whose work requires them to be on site should be returned. All others are expected to continue to work remotely. Additional information can be found [here](#).



2. Returning to the Workplace ([FAQs for Working on Campus](#)):

All employees whose work can be accomplished remotely will continue to work from home until further notice. Supervisors should use the following decision tree to inform their decision making for fall 2020 planning related to returning employees to on-site work. For additional information, supervisors should contact their Department Head or the CLA Human Resources Office. No office or department within the college should increase staffing levels without the supervisor's approval and completion of the proper Return to Work Authorization form. Once a decision to expand on-site staffing has been made, all employees are expected to follow the protocols and guidelines detailed in this document.

3. Any employees who are identified as required to return to campus must be submitted through the [Return to Work Authorization process](#). No on-site work may commence until all approvals, including building re-occupancy, have been received.

Return to the Workplace Decision Tree

- Is your unit approved to begin work on campus under the Penn State phased approach?
- Have you completed the assessment of your workspace, and the process for returning individuals to campus?
- Have you confirmed with the individuals that you intend to return to the workplace that they are able and willing to return?
- Have you reviewed your choices of individuals to return to ensure that there are no disparate impacts on certain demographics, e.g., age, gender, ethnicity, race?
- Have you completed and received approval through the Penn State Return to Work Authorization process?

↓

YES

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Can the majority of the employee's day-to-day responsibilities be performed remotely?

← YES ←

- Maintain remote working
- Assess productivity
- Evaluate regularly

NO

↓

Is employee able and willing to work on-site?

→ 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 on-site work?

← YES ←

Have you engaged AAO? Can accommodations to work on-site based on medical documentation be provided?

YES

↓

Employee returns to the workplace with accommodations.

NO

↓

Does the employee qualify for any paid leave (FFCRA, accrued leave)?

→ YES →

Consult HRSP to discuss leave options.

NO

↓

Consult HRSP and Labor & Employee Relations to discuss alternative work or leave without pay options.