

Dear Colleagues,

We appreciate those who have worked diligently to keep the university's services and operations running smoothly during the COVID-19 pandemic remotely and on campus. UVU continues to operate under modified conditions. A portion of our staff who were working remotely returned to campus or are anticipated to return to campus in the coming weeks, while others have worked with their supervisor and updated their remote work agreements.

As a reminder, employees who are working remotely are to adhere to the performance expectations outlined in the temporary remote work agreement, including:

- Remain accessible by phone or electronically during the telecommuting work schedule, particularly during core business hours
- Establish effective communication with co-workers and those served by the department, and regularly discuss the status of work responsibilities and areas of concern with their supervisor
- Be available for teleconferences scheduled by their supervisor and/or the university on an as-needed basis
- Request supervisor approval in advance of working any overtime hours (nonexempt employees)
- Submit leave requests for any vacation, personal, or sick leave during the period of the agreement

During the summer, we recognize many employees will be taking time away from work for vacation to refresh and recharge. Whether working remotely or on campus, employees taking approved leave are strongly encouraged to provide an auto-reply email and update their voicemail to manage expectations of those communicating with them.

Human Resources has developed Return to Campus [trainings](#) for employees and supervisors. These trainings and the [Return to Campus website](#) include valuable information that will answer many questions about what is expected, what safety precautions are being taken, and what protocols are in place to provide you with a positive, safe return to campus. As leaders, supervisors are expected to complete the supervisor training, review the [Welcome Back to the Den guidebook](#) and [Conversation Guide for supervisors](#), and openly discuss any questions or concerns their employees may have regarding telecommuting.

Again, we thank you for your efforts to meet our UVU community's needs by offering exceptional care, expecting exceptional accountability, and fostering exceptional results for our students.

Sincerely,

Linda Makin
Vice President
Planning, Budget, and Human Resources

Marilyn Meyer
Chief Human Resource Officer
Associate Vice President of Human Resources