Q: Why do I need to fill out this form?
A: The University must memorialize employee assignments and responsibilities, and keep track of employee work locations.

Q: I have been assigned remote instruction, either partially or fully, do I still need to complete the agreement in Workday?
A: Yes. Faculty who have been assigned remote instruction in any capacity must complete the COVID19 Alternative Work Arrangement – Self Report Agreement form in Workday. This will need to be completed on a term by term basis. An email will go out to initiate the process ahead of time.

Q: I have been assigned face-to-face instruction but I have, or a household member has, an underlying medical condition recognized by the CDC as susceptible to COVID-19. What should I do?
A: If you have been assigned in-person instruction and you fall into an at-risk group as identified by the CDC, you may complete a COVID19 Alternative Work Arrangement Request form to request an alternative work arrangement. The completed form will be reviewed by Human Resources and/or the Office of Equity, Inclusion and Compliance. If the request is approved, you will be notified and asked to complete a COVID19 Alternative Work Arrangement – Self Report Agreement in Workday.

Q: I have been assigned face-to-face instruction but do not fall into any of the vulnerable categories as recognized by the CDC. I am afraid to return to the classroom at this time. What should I do?
A: Employees may schedule a meeting with their direct supervisor to express concerns. As always, assignments are made by considering several factors such as, but not limited to, curricular needs, and department/unit needs in the areas of teaching, research and service.

Q: I am a faculty member, what should I enter for “specific days and times” on the Agreement form?
A: Since faculty do not work traditional 9 to 5 work schedules, we ask that faculty members simply put N/A on this part of the form. This includes faculty administrators, as well.

Q: What is considered university equipment?
A: University equipment is considered to be any computer, phone, or other technology or item(s) that the University provided to the employee to perform assigned job duties while working remotely.

Q: Am I prohibited from coming to campus if I complete the form?
A: No, you are still permitted to come to campus to conduct research or other professional activities. However, while on campus you must comply with the University Safety Enforcement Plan.

Q: What do I do if my circumstances change in the future and I need to adjust my assignment to remote?
A: An AWA Request form may be completed any time there is a change in your circumstances that could affect your ability to fulfill your assignment. You should also notify your supervisor as soon as possible.