

From: [Tuskegee University Office of Marketing and Communications](#)
To: [Tuskegee University Office of Marketing and Communications](#)
Subject: CORONAVIRUS UPDATE for Employees: Transitioning to alternate working arrangements
Date: Friday, March 20, 2020 6:03:02 PM

The following information pertains to all faculty and staff and is provided by the Office of Human Resources.

Dear Colleagues:

As the coronavirus pandemic evolves and the reported cases of the virus in the east Alabama area multiply, Tuskegee University's senior leadership has decided to fast-track plans to move to remote work options.

Unless you have been informed otherwise by your supervisor, you should report to your office on Monday, at which time their supervisors will work with you to finalize work plans, two-way communications approaches and productivity measures for alternative working arrangements. The university will begin transitioning to remote work on Tuesday, March 24. The Office of Human Resources and the Office of Information Technology will continue to share resources to aid you in remote working, and be available to you for questions regarding university services and benefits.

To support instruction, the few students remaining in residence on campus, and other vital university functions, some units or individuals may be classified as "essential personnel" who will need to work from campus in a heightened socially distanced capacity. Unit supervisors will determine those individuals, and the university will continue to aggressively sanitize work areas and provide other infrastructure needs.

Please remember that during this time when we are working in alternate locations, this is not a vacation. We are still responsible for conducting the work of the university. If your business area has no customers to serve or is closed due to the coronavirus, you may use your vacation days during your time out of the office. In addition, if your health situation changes, you should begin using sick leave. It is important that you communicate your need for either vacation or sick leave with your immediate supervisor through the university's official communications channel, which is your @tuskegee.edu email account.

When you exhaust your vacation leave, the Alabama Department of Labor has announced that workers who are not able to work due to the coronavirus may be eligible to file for unemployment benefits in Alabama. Workers can file for benefits online or by calling (866) 234-5382. Unemployment claims can be filed starting Monday, March 23 at www.labor.alabama.gov.

Your continued flexibility will be required in the weeks ahead as we strive to support our students' learning goals as we also maintain our own physical and emotional health. Please communicate to your supervisor any concerns you have in this time of transition so we can properly address those in an intentional way.