

Let's Be **Safe Together.**

Work Policy Reminders

Face Masks

Face masks are required for all employees on campus except when isolated within the employee's own office or workspace.

- Face masks must be worn properly, covering both the mouth and nose.
- Employees may remove masks when isolated within their own office or workspace. Be mindful of others and wear a face mask when another person enters your workspace if social distancing cannot be maintained within the space.

Social Distancing

Employees should consistently practice social distancing guidelines while on campus.

Phased Guidelines

Continue to follow Phase 2 Guidelines. Watch covid-19.bellevue.edu for additional or updated Guidelines as conditions evolve.

covid-19.bellevue.edu

Remote Work Agreements

All employees working remotely for any portion of work hours must have current remote work agreements on file with Human Resources.

- Managers are responsible for determining if the job positions of their direct reports can be performed remotely (except in cases of medical accommodation requests handled by HR) based upon the job duties, business needs, and employee work performance.
- Managers will notify their employees continuing to work remotely to complete an email addendum (see p. 2) to the original COVID-19 Remote Work Agreement to adjust or extend a Remote Work Agreement's expiration date.
- To simplify the addendum/extension process, we are implementing an email addendum process detailed on a separate sheet in this packet.

Accrued Leave

Leave policies remain unchanged. Continue to follow usual process for sick/vacation/personal leave time and record time in ADP.

Unpaid Leave

Unpaid leave may be requested by employees in emergency or unique circumstances.

- Employees who do not have accrued sick leave or vacation time and who need time off due to an emergency or unique circumstance may request a leave of absence without pay.
- The employee must complete the appropriate form, get it signed by his/her Supervisor and the Director of Human Resources. The form will include the agreed upon time for the unpaid leave. Vacation and sick leave do not accrue during unpaid leave.
- The employee must understand that unpaid leave does not provide guaranteed job protection. The employee's position may not necessarily be held open during the unpaid leave and may not be available when the employee returns.

Benefits Contact

For questions or information about Accrued/Unpaid Leave, FMLA, Disability/Medical Accommodations, Short-Term/Long-Term Disability, or other employee benefits, contact askbenefits@bellevue.edu.

Let's Be **Safe Together.**

Extending or Modifying COVID-19 Remote Work Agreements

PURPOSE

Managers are directed to review existing COVID-19 remote work agreements for appropriate extensions or modifications. Managers should notify each employee who requires an extension or modification to initiate a request in accordance with this process.

Employee Responsibilities

The employee will initiate an email to his/her manager in order to request an extension or modification of an existing COVID-19 remote work agreement.

The email should include the addendum form or contain the following information:

- Dates of original remote work agreement.
- Start date of extension or adjustment.
- New expiration date of agreement.
- New remote work schedule details.
- Updated remote contact information for employee.
- Employee confirmation of terms of agreement.

Manager Responsibilities

- 1 Upon receipt of an email request for an extension or modification of an existing COVID-19 remote work agreement, the manager will work with the employee to come to agreement on work schedule and performance expectations.
- 2 Once the manager approves the request, the manager will forward the email request to Human Resources at COVID-19@bellevue.edu.
- 3 The Manager will clearly indicate approval of the addendum request by writing "APPROVE" in the body of the email. The Manager may also include in the body of the email other comments or notes relevant to the employee's remote work and job performance expectations, as appropriate.

Human Resources Responsibilities

HR is available upon manager request to answer questions and provide guidance on remote work agreements. HR will monitor the designated COVID-19@bellevue.edu mailbox and confirm the addendum has been received.

Let's Be **Safe Together.**

Medical Accommodation vs. Medical Concern

Medical Accommodation

- ◆ Only as documented and approved through Disability Services (DS) or Human Resources (HR) with reasonable accommodation.
- ◆ See Face Mask Reasonable Accommodation Request Flowchart (p. 4).

Medical Concern

- ◆ Concern or objection expressed but not registered and approved through DS or HR.
- ◆ Students, staff, or faculty should be advised of accommodation process and referred to DS or HR as appropriate.

Students

Students expressing concerns only without DS approval for a medical accommodation:

- 1 May participate in distance or online learning.
- 2 Must comply with the face mask mandate while on campus.

Staff

Staff expressing concerns only without HR approval for a medical accommodation have the options to:

- 1 Request remote work agreement.
- 2 Use accrued personal days and vacation leave.
- 3 Request an unpaid leave of absence.
- 4 Discuss options with supervisor and HR team.

Faculty

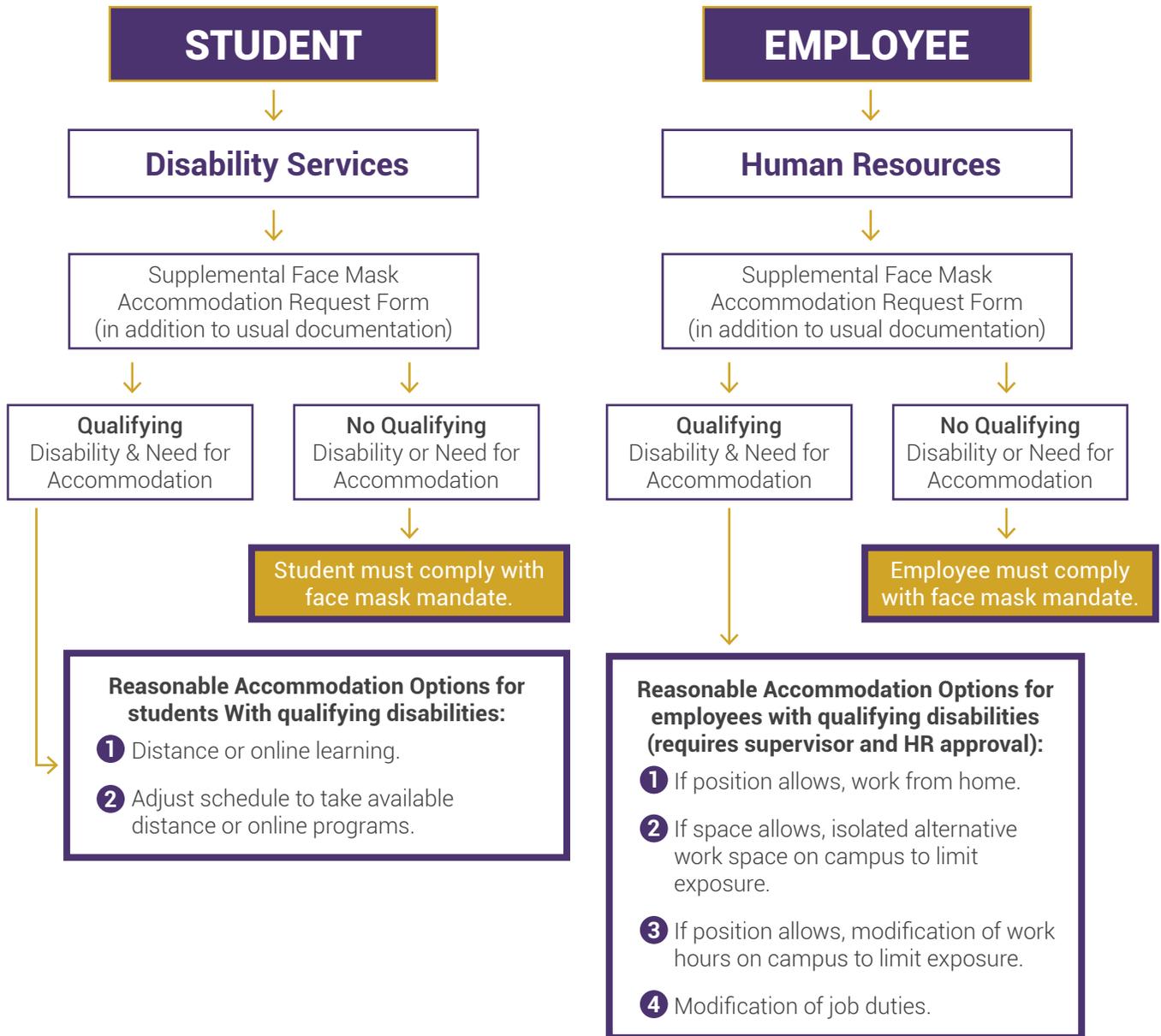
Faculty expressing concerns only without HR approval for a medical accommodation have the options to:

- 1 Request Statement of Work (SOW) adjustment to accommodate remote work.
- 2 Discuss options with Dean.

NOTE: Bellevue University is committed to working with students and employees individually if the options above do not address specific needs.

Let's Be **Safe Together.**

Face Mask Reasonable Accommodation Request



NOTE: This chart is intended as a general guide outlining a simplified version of the processes. Disability law requires individualized and interactive assessment for each covered individual and cases may vary due to unique circumstances.

Let's Be **Safe Together.**

Classroom Reminders

Face Masks

- Everyone in the classroom is required to wear a face mask.
- Disposable face masks are available in each classroom. Those with questions about acceptable masks should refer to Face Mask Reasonable Accommodations available at covid-19.bellevue.edu.

Social Distancing

Everyone in the classroom should practice social distancing, keeping 6' between themselves and others when possible.

Cleaning & Sanitizing

- Cleaning and sanitizing supplies are available in each classroom.
- Students and faculty should clean/sanitize their work area and/or keyboard at the beginning of class.

Respect & Flexibility

- Do not make assumptions about anyone's health as symptoms may be related to existing or underlying health conditions.
- Remote learning options are available for those unable to attend class in person.

Campus Guidelines

Detailed Bellevue University COVID-19 Campus Guidelines are available online at: covid-19.bellevue.edu

If someone chooses to not comply with stated guidelines regarding face masks, faculty may:

- 1) Request compliance.
- 2) Ask non-complying student to leave classroom.
- 3) Dismiss class/other students from the classroom.

Resources & Questions

For cleaning/sanitizing supplies and disposable masks:

Email: maintenance@bellevue.edu

Call Security: 402-557-5000

Classroom situations related to non-compliance with guidelines:

Email Dean of Students: DSO@bellevue.edu

Call Dean of Students: 402-557-7744

Questions?

Refer to posted information and resources at: covid-19.bellevue.edu

Faculty Resources Development website at: frd.bellevue.edu

Email: COVIDResponse@bellevue.edu