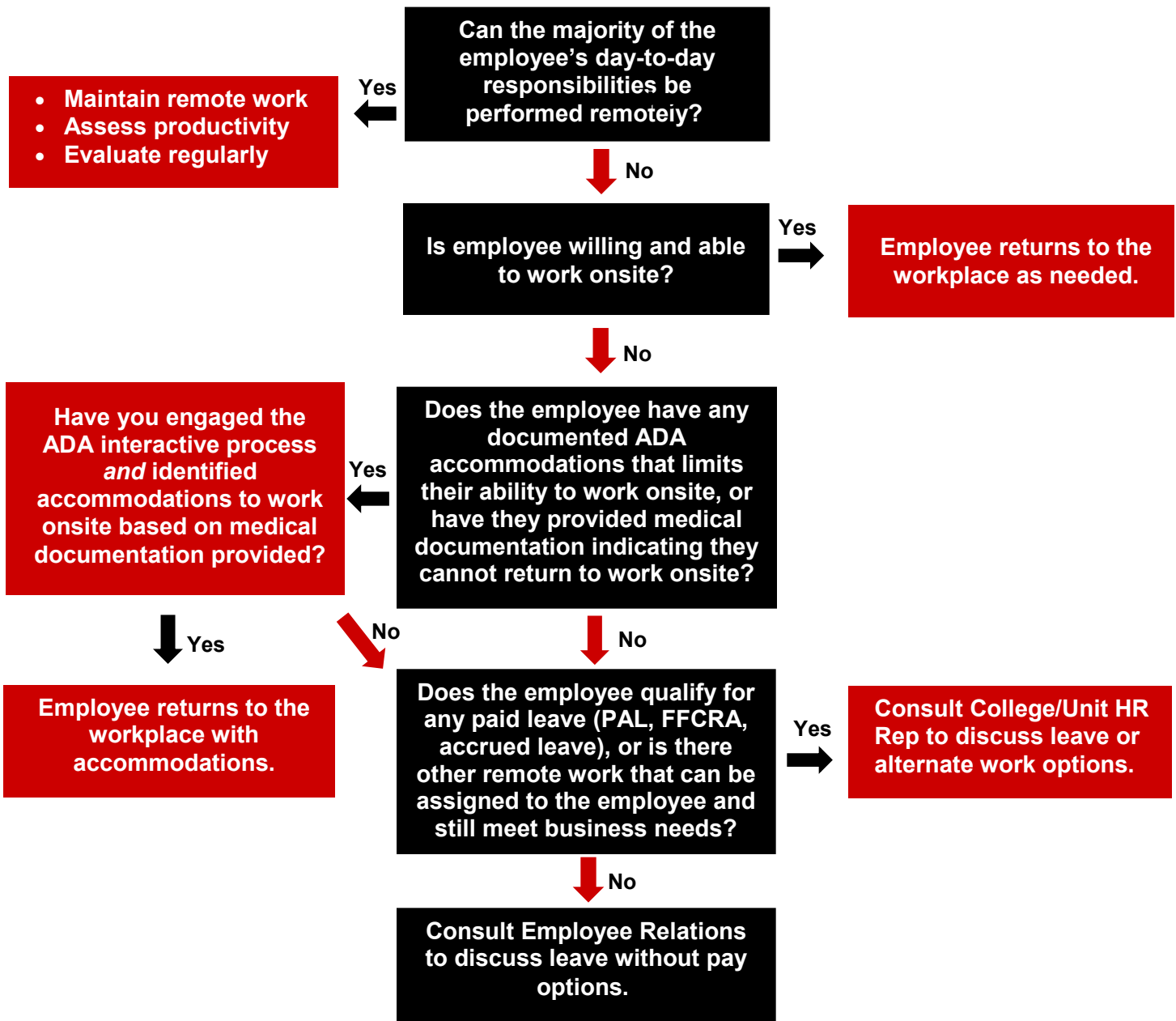


Supervisor Tool: Returning Employees to Onsite Work Decision Tree

Preliminary Questions:

- Has your building and business unit/research group received approval by the Vice Chancellor or Dean to operate and begin directing additional people to return to work? Please review the Community Expectations to Protect the Pack (revised July 2020) [Community Expectations](#).
- Have you completed the COVID-19 Preparing the Workplace for Return Checklist? [COVID-19 Preparing the Workplace for Return Checklist - June 2020](#).
- Have you confirmed with your Dean, Department, or Division Head that you intend to return the employee(s) to the workplace, and that they are able and willing to return? [NC State Guidelines for Space and Occupancy - July 2020](#) and [NC State Guidelines for Events and Activities as of July 22, 2020](#).
- Have you reviewed your list of selected employees to return onsite to ensure that there are no disparate impacts on certain demographic groups, e.g. age, gender, ethnicity, race? [Accommodations, Adjustments and Accessibility](#).



Decision Tree, Guidelines and Return to Onsite Work Approval Process

All employees who can continue to perform the majority of their day-to-day responsibilities remotely should continue to do so. However, as the Governor's phased reopening orders are modified and the University resumes onsite operations, additional employees may be required to physically report to work given business needs. Consistent with public health guidelines, most employees should continue to work remotely; in the limited circumstances of a physical return being necessary, supervisors should use these guidelines in conjunction with the "Decision Tree" to inform their decision-making. Should supervisors need consultation, they should contact Employee Relations. All employees physically returning to the workplace are required to complete the *Working Safely at NC State during COVID-19* online training prepared by Environment Health & Safety. The *Working Safely at NC State during COVID-19* online training includes the [COVID-19 Preparing the Workplace for Return Checklist - June 2020](#) which is a comprehensive overview for preparing to occupy all campus facilities and work spaces not used during the stay-at-home order requirements.

Important considerations

1. **During Phases I and II of the State of NC's stay-at-home order, was the employee required to physically report to onsite work?**
 - a. If yes, a supervisor most likely can continue to require an onsite physical presence. However, as business needs change, the supervisor should reconsider whether an onsite presence is necessary.
 - b. If no, a supervisor must consider (and be prepared to document, if necessary) what has changed about the nature of work being completed onsite that would require the employee's physical presence. Mere convenience or a desire for increased productivity is not a sufficient reason to require an employee to return to onsite work. A supervisor must discuss and follow the mandatory employee onsite designation process prior to directing an employee to return onsite.
2. **During the stay-at-home order, was the employee able to perform the majority of their day-to-day responsibilities remotely?**
 - a. If yes, then the employee most likely should continue to work remotely. A supervisor must be prepared to document the change in business needs if they now want this employee to work onsite. Mere convenience or a desire for increased productivity is not a sufficient reason to require an employee to return to working onsite.
 - b. If no, then it may be reasonable to consider onsite work.
3. **Does the employee have any critical tasks that need to be performed onsite, even though most of their work can be performed remotely?**
 - a. If yes, as onsite operations resume, a supervisor should look to find ways to perform the critical functions that minimize the number of people asked to return, while being cognizant of any employment agreements that govern the work in the unit (e.g., assign the tasks to others who must be onsite anyway without assigning work to people outside of the same classification) and minimize the amount of time onsite for any individual employee.
 - b. If no, the employee should continue to work remotely.

4. **Is the employee unable to perform the majority of their responsibilities remotely because their work requires them to be physically present onsite (e.g. animal care, lab technician work, etc.) but the employee's in-person work is still not permitted by the University?**
- a. If yes, you should continue to have the employee work at home, identifying other work that can be performed remotely (e.g., other unit work that can be assigned, education/training, etc.), if the employee does not have a full workload.
 - b. If substantially different work is being assigned, contact UHR Classification and Compensation department to make sure that you do not violate position classification standards.

Steps for Directing Employees to Return to Onsite Work

1. Use the following resources to determine which employees will continue working remotely and which will be directed to return to onsite work, even if in a limited capacity. [Protecting the Pack, Working@NC State during COVID-19, NC State Guidelines for Space and Occupancy - July 2020](#), and the Supervisor Tool RTOW Decision Tree. **Note:** Additional information regarding faculty, instructors, and researchers is available at the [Academic Continuity Planning](#) and [Research Continuity](#) sites.
 - a. Consult with individuals about their availability to return to onsite work.
 - b. Consult with Employee Relations for assistance on holding conversations with individuals who have concerns or are unwilling to return to onsite work.
2. Obtain approval of your [COVID-19 Preparing the Workplace for Return Checklist - June 2020](#) from your supervisor.
3. Based on the approval of your checklist, inform each individual if and when they will or will not return to onsite work.
4. Communicate any adjustments to work schedules, shifts, and reporting requirements to help ensure flexibility and physical distancing. If people have special circumstances and need to request considerations for alternative workplace arrangements, they should complete the [PPE and Safety Special Circumstances Request Form](#).

Employee Relations Assistance

If any employee disagrees with your direction to return to onsite work, attempt to resolve the matter informally with the employee. Seek the assistance of your college or division HR liaison or UHR Employee Relations for guidance. If you do not reach an informal agreement, inform the employee in writing, such as an email, directing the employee to return to onsite work. For additional assistance, contact Employee Relations. [The UHR-ER Staff Directory](#) is available on the [Employee Relations website](#).