



**PATHWAY TO FALL 2021:  
COLLEGE PRINCIPLES FOR ON-SITE WORK**

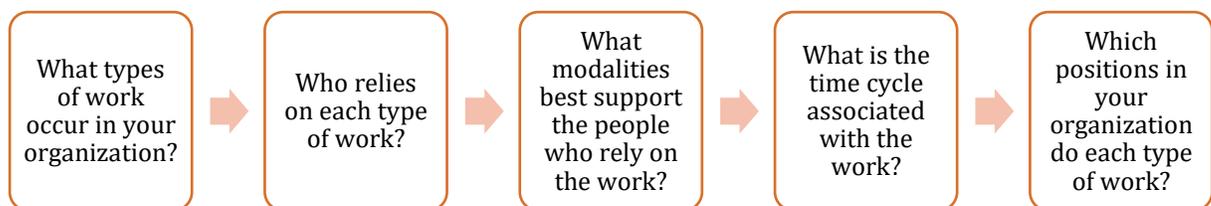
As we prepare for [regular in-person and on-site operations](#) this fall in accordance with OSU policies, the College Leadership Team shares the following University principles and guidance for all employees and their supervisors. Each unit should use these guiding principles to facilitate a discussion of what fall might look like for them, using the prompts included below.

Supervisors and employees are welcome to consult with anyone on the senior leadership team about these principles as questions or concerns arise.

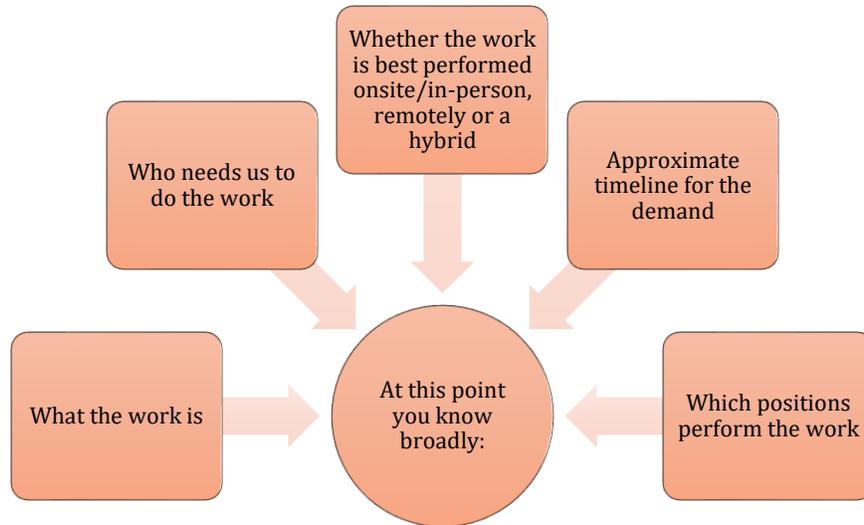
**GUIDING PRINCIPLES**

1. We recognize that as an institution we are here to serve OSU students and the state of Oregon and are committed to providing the best possible environment for education, research, and outreach.
2. We are present and responsive to our constituents in a manner that best fits their needs and expectations.
3. We are committed to implementing best practices for instruction, research, outreach, and community development informed by this past “COVID year” which has changed how most of us have worked.
4. We support our employees to do their best work, with as much flexibility as possible, while prioritizing Principle 1.
5. We are committed to equitable work arrangements while recognizing that real differences exist between units needs to be regularly present on-site and individual employees needs for regularly or occasional remote or alternative work arrangements.

**PROMPTS FOR DISCUSSION**



1. Who are our constituents, who do we serve?
2. In what ways do our constituents interact with us? Do they have a preferred method for interacting with us?
3. Are there specific positions in our unit that serve constituents differently than others? Have we accounted for those differences in our discussion?
4. When are those times that we don't need to be on-site or in-person to accomplish our position expectations?



**5. Supervisor: Employee Discussion**

- a. What are your current concerns about on-site or in-person work in the short term?
- b. What are your ideas on how we might mitigate those concerns for you and others?
- c. Are there specific benefits to a mixed model of in-person and remote work that may make us more effective at serving our constituents?

**Unit Supervisor:** as you develop your staffing plan for fall, be sure to:

- 1. Know which positions in your unit have similar tasks and responsibilities and have similar performance standards (“similarly situated”).
- 2. Understand any concerns within your unit about fall resumption on on-site, in-person working.
- 3. Identify how your unit will meet organizational needs while providing flexibility that addresses noted concerns.
- 4. If an employee’s return to work on-site in the fall is different from their in-person work plan pre-COVID, be sure to codify with remote work/modified work agreements.
- 5. Ensure work plans across your employees are equitable – if you aren’t sure, ask a member of the senior leadership team – we are here to help!
- 6. Ensure you remain flexible to change as health and safety rules, and employees / constituents needs evolve.

**Accommodations:** should an employee present a health-related reason why they cannot return to work on-site; supervisors and employees should engage in the EOA

Accommodations process found here: <https://eo.oregonstate.edu/accommodations-ada>.

**Remote Work Agreements:** <https://hr.oregonstate.edu/remote-work>

