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TO: UA Employees
FROM: David Bishko, Acting CHRO *David Bishko*
SUBJECT: Update for COVID Phase C Transition - returning to workplace documentation

As our universities transition into more on-site activities throughout the summer and into the fall, many employees will also be returning to on-site work at our campuses.

The pace of that transition will depend on your campus location, so both employees and supervisors should look first to guidance from their universities. For locations that are transitioning back to on-site work, employees and supervisors should work together to determine whether a fully on-site, hybrid or 100% remote work arrangement is appropriate.

Employees who are continuing to work partially or fully from home will need to complete a telework agreement with their supervisor. Last month, supervisors received initial guidance on using the UA telework agreement for employees who are continuing full-time or partial remote work. Since then, we have refined the process to make it easier for employees and supervisors.

To that end, please use the new [telework agreement form](#) starting today. This new form requires supervisor approval only. If a telework agreement is already approved, then a new agreement is not required. Forms that have already been submitted and not yet approved will be rerouted by HR to the supervisor.

Please communicate and discuss with your direct supervisor if a hybrid or 100% remote work arrangement is an option prior to completing the agreement.

UA Human Resources will be conducting general Q&A sessions regarding Operational Phase C return to work guidelines and we invite you to join us:

Tuesday, June 15 | 10-11 AM | [Zoom Link](#)
Wednesday, June 16 | 9-10 AM | [Zoom Link](#)
Thursday, June 17 | 1:30-2:30 PM | [Zoom Link](#)
Tuesday, June 22 | 10-11AM | [Zoom Link](#)
Wednesday, June 23 | 3-4 PM | [Zoom Link](#)

Please contact UA Human Resources by email at ua-hr@alaska.edu or by phone at (907) 450-8200 if you have any questions.