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## Return to Campus Staff Plans - Clarifications and Updated Deadlines

1 message

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**Ryan Bankston** <rbansto@umich.edu>  
To: SSW Staff <SSW.Staff@umich.edu>  
Cc: SSW Senior Management Team <ssw.seniormanagement@umich.edu>

Fri, Jul 2, 2021 at 1:25 PM

Good Afternoon,

This message contains information to clarify staff flexible work arrangement parameters and return to campus planning. Please review the [updated timeline](#), [draft flexible work arrangements policy](#), and [guiding principles](#) for full details.

Tentative plans are due on Friday, July 9 to Ryan Bankston ([rbansto@umich.edu](mailto:rbansto@umich.edu)). Supervisors in administrative offices should submit their tentative plans after review by their departmental lead. The appropriate faculty or staff supervisor should submit plans for research staff.

### Flexible Work Arrangements Parameters

- For the Fall and Winter semesters, all offices shall be open with in-person support during core hours of operation between 8:30 am - 4:30 pm, Monday through Friday.
- Flexible work arrangements are permitted within the standards of the [Flexible Work Arrangements for Staff Policy](#) so long as there is in-person support during core hours.
  - Supervisors are responsible for maintaining their office's in-person support during core hours.
- Flexible Schedules are contingent on the office's needs and broader mission of the school. For positions that permit telecommuting:
  - Staff members must work at least 60% of their time in-person.
  - Staff should be available to work in-person during any normal workday to ensure in-person support of core hours, for special events, or other organizational needs.
  - Telecommuting is not an employment right, and any telecommuting arrangement may be changed or terminated at any time.

### Medical Concerns and Vaccination Information

- Staff who feel they should be exempt from in-person work due to a health condition should submit a request through [Work Connections](#) for evaluation. When you report, select "Employee Injury or Illness" and indicate the restrictions and accommodations you are requesting. You will need medical documentation of your health condition from a health care provider.
- Everyone is strongly encouraged to verify their COVID-19 vaccination status or record their decision not to report their vaccination status through the [COVID-19 Vaccination Self-Report Form](#).
- Those who are not vaccinated or decline to submit vaccination information must continue wearing a face covering indoors and physically distance from others.

If you are a staff member interested in a flexible work schedule and have not spoken to your supervisor, please do so. If you are a supervisor and have a question, please contact me directly.

Thank you,

Ryan Bankston  
IT Associate Director  
School of Social Work  
University of Michigan  
[rbansto@umich.edu](mailto:rbansto@umich.edu)  
He/Him/His