Dear Colleagues,

The safety and well-being of our staff, faculty and students remain the university’s top priorities. As prior communications have indicated, the university remains open. These are extraordinary times, however, and we understand there could be a number of reasons why you might want to consider a flexible work arrangement for the coming weeks. There is a USNH policy that governs flexible working arrangements. However, due to COVID-19 concerns, we have made it an easier process to request a flexible work arrangement.

We need to ensure that we can meet the needs of our overall teaching, research and service mission. Please take the following steps to request a flexible work arrangement:

- Think about if and how your work can be successfully completed remotely.
- Request to work remotely in writing to your supervisor.
- The written approval of your supervisor is necessary. In some cases, supervisors will need higher level approval to ensure coverage.
- Supervisors need to ensure there is adequate on-campus coverage and support to meet the university’s mission.
- **This approval process will be in effect through April 3, 2020.**

We recognize that employees and supervisors will have many questions about these arrangements. We are working on a FAQ document that will be posted soon. You can also reach out to Human Resources.

Sincerely,
Kathy Neils
Chief Human Resources Officer