

Fall 2021 Return to In-Person Work Update

In-Person Staffing: As we prepare to welcome our students back to full in-person learning, NAU will implement a sequenced return to in-person work locations using the following timelines:

- No later than the week of **August 9**: All supervisory staff will return to in-person work locations.
- No later than the week of **August 16**: All NAU staff will return to in-person work locations in preparation for the start of the Fall semester.
- Week of **August 16**: All NAU faculty begin their academic year contract and will report to in-person work locations as required by their individual teaching assignments, research, scholarly, and creative activity commitments, and service expectations. More information will be shared directly with faculty by their department, college, and the Office of the Provost.

Having faculty and staff on-site to meet student and operational needs is critical to a successful return for the Fall 2021 semester. **It is generally expected that employees will return to fully in-person work assignments by the dates listed above.** Supervisors and divisions will be communicating with individual employees about their in-person work expectations and planning.

If you have a medical condition which you believe might be eligible for reasonable accommodation in accordance with the Americans with Disabilities Act (ADA), please contact [Disability Resources](#) to request an accommodation under the ADA.

The in-person work page on NAU's [Jacks are Back](#) website includes updated information on:

- a. [Returning to the Workplace](#)
- b. [COVID-19 Guidance, Resources and FAQs](#)
- c. [Flexible Work Guidance and Resources](#)
- d. [Employee Assistance and Wellness](#)

As indicated in the [President's message](#) last week, our top priority as we approach the start of the semester is to deliver on our educational mission and provide our students with a robust, vibrant, and engaging academic and student life experience.

As we ramp up operations for Fall 2021, area Vice Presidents have some ability to approve remote or hybrid work options within their units. In addition, any flexible work arrangements must follow applicable university [processes and guidelines](#).

We also recognize that employees are looking for more flexible work options and NAU is committed to expanding options and leveraging best practices in flexible and remote work moving forward. We know there

are opportunities across the university to expand flexible work options and still deliver the quality highly engaging student experience that is a cornerstone of NAU's distinctive excellence. We have begun to review and update policies, processes, and tools to support supervisors and employees in exploring appropriate options for individuals and teams.

At the direction of President Cruz Rivera, I have begun planning for the launch of a committee, which will be charged with developing approaches and strategies to position NAU among the leaders in workplace flexibility within higher education. We will finalize the committee structure and membership soon to help advance this important work during the Fall semester. Beyond the working committee, we will have opportunities for stakeholder input from across the university as we develop and evolve NAU's flexible workplace practices.

On behalf of Human Resources, the Executive Team, and leadership across the university, I want to thank all of you for your extraordinary efforts over the last year and a half. We recognize this is a time of transition for all of us, but we are looking forward to the return of our faculty and staff to in-person locations as we prepare to welcome our students back in the weeks ahead. I look forward to seeing many of you soon.

Sincerely,

A handwritten signature in black ink that reads "Josh". The signature is written in a cursive, flowing style.

Josh Mackey

Vice President and Chief Human Resources Officer
Interim Executive Vice President and Chief of Staff
Co-Chair, President's Fall 2021 Planning Steering Committee