



TO: Deans and Unit Leader

FR: Donzell Lee, Ph.D, Provost & EVPAA *Donzell Lee*

DA: October 16, 2017 (modified 10/16/17)

RE: PROVOST CAUTION | GRANTING EMPLOYEE ACCOMMODATIONS

Recent requests to the Office of Academic Affairs appertaining to employee accommodations compel that I draft the following provost caution:

Specifically, as a state university, governed by the Institutions of Higher Learning (IHL), Alcorn State University offices, departments, and units are open for regular business hours eight (8) hours a day Monday through Friday, except on state holidays. Alcorn State University employees in a full-time employment position work eight hours in duration at a minimum, exclusive of time off for meals.

Alcorn State University neither promulgates policy nor sanctions practice that allows faculty or staff to (i) work at home or (ii) perform university assignments at home rather than at the University, notwithstanding any voluntary work at home after normal business hours. The University is especially vigilant not to violate any relevant *IHL Policies & Bylaws* or state law (i.e. *Section 66 of the Mississippi Constitution*, absent a specific statutory exception. "*Law granting donation or gratuity. No law granting a donation or gratuity in favor of any person or object shall be enacted except by the concurrence of two-thirds of the members elect of each branch of the Legislature, nor by any vote for a sectarian purpose or use.*" *SOURCES: SECTION 66. Laws, 1908, ch. 149.* See also [Deans Policy](#) and [2017-18 Contractual Expectations.](#))

Therefore, employees seeking sanctioned leave, e.g., Worker's Compensation, ADA, FMLA, etc. should contact Human Resources to complete necessary forms and gain appropriate supervisor/vice-president approval. Unit leaders are to communicate and enforce this provost caution. Failure to adhere to the above caution may be grounds for disciplinary action, up to and including termination. Your cooperation is appreciated.