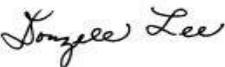




DA: October 12, 2017 (modified 10/24/17)

TO: Deans, Directors, and Unit Leaders

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

**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 Thursday, and seven (7) hours a day on Fridays, 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.

*Per §14.30 of ASU Policies and Procedures: Employees are expected to report to work **on time** daily and to remain on the job throughout the regular work hours. The normal workweek for full-time, hourly wage employees is 40 hours measured from Sunday through Saturday of a week; the normal work hours are 8 a.m. to 5 p.m., with one hour for lunch, Monday through Friday. Employees must have prior approval from the supervisor/department head before taking personal leave. Failure to report to work after 3 days of being absent is considered job abandonment and is sufficient cause for immediate dismissal. Should an unforeseen emergency arise, employees are required to call in to their immediate supervisor one hour prior to their assigned shift. Violation of this policy could result in disciplinary action up to and including termination.*

Alcorn State University neither promulgates policy nor sanctions practice that allows any 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](#); [2017-18 Contractual Expectations](#); and [§14.30 of Office of Human Resources \(Revised\) ASU Policies](#)).*

Therefore, employees seeking any sanctioned leave, e.g., Workers’ Compensation, ADA, FMLA, etc. should contact Human Resources to complete necessary leave 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.