



Alcorn
State University

MEMO

TO: Alcorn State University Employees

FROM: Felecia M. Nave, Ph.D. *FMN*
President

DATE: March 27, 2020

RE: **Move to Essential and Non-Essential Employees and Campus Operations**

Thank You for your dedication in helping Alcorn State University remain operational during these very unnerving times. The pandemic virus known as COVID 19 has interrupted and changed the way in which we conduct business, provide a traditional education to our students at all levels, and changed the way in which we move about during our daily lives. The unprecedented nature of the current environment coupled with the uniqueness of our university requires us to utilize both effective and flexible approaches.

Beginning Tuesday, March 31, 2020, the University will be temporarily moving to an alternate operation status. This status will be in effect until you are contacted by your supervisor to return to work. We are encouraging all non-essential employees and approved essential employees to perform their work-related duties, if possible, via alternate location or telework. Faculty members are also asked to work remotely until further notice.

Under our Alternate and Telework Policies and procedures, all employees have been designated either Essential or Non-Essential by their supervisor. Essential Employees (i.e. Senior Leadership, Deans, Directors, Campus Safety, Facilities, Housing, etc.) are those considered to be essential to the continued operation of the university as well as critical support staff and must be present at the workplace in order to carry out their work-related duties and responsibilities. Non-Essential Employees (i.e. Certain Administrative Assistants, Receptionists, etc.) are those whose work may not be considered essential to the continued operation of the university. Most Non-Essential Employees will be placed on Administrative Leave with Pay. Some employees designated "Essential" may be approved to telework.

In order to work remotely, employees must confirm they have a stable and secure internet and telephone connection, designate an alternate, isolated and secure workplace appropriate for the completion of their job duties and be able to respond to work-related requests and discussions via email, phone or online throughout the workday. Additionally, a work plan that includes proposed tasks, times and work to be prepared and approved by supervisors.

All Essential Employees requesting to telework must complete the [Alternate Work Location Agreement](#), which requires supervisor signature before it is submitted to the Office of Human Resources. Those with questions may visit the [Human Resources' website](#) or call (601) 877-6188.

Teleworking is at the direction and discretion of the University. All employees must immediately return to their regular work location when directed by the University. Given the fluidity of the current crisis, considerable discretion shall be exercised as to the most appropriate immediate actions to be taken.