

**Subject:** SRU moving to limited staffing model effective March 17  
**Date:** Monday, March 16, 2020 at 2:08:32 PM Eastern Daylight Time  
**From:** Office of the President  
**To:** SRU Stakeholder  
**Attachments:** Emergency Remote Work and Telecommuting - Procedures and Standard 2020-43.pdf

To All University Staff:

Although Slippery Rock University will remain fully operational, out of an abundance of caution, our campus will implement a remote working plan beginning March 17. This plan will remain in effect until further notice with updates or changes communicated via University email and/or by supervisors.

What this plan means is that employees whose job duties would allow them to work from home will be expected to do so. If your duties require you to be on campus, your supervisor will inform you if you are to report to work. For those employees who are unable to report to work or fulfill their duties remotely because of health or family care concerns, the Office of the Chancellor has approved 10 business days of administrative leave in order to mitigate against hardship. Please speak with your supervisor to determine your individual status.

For those that are able to work remotely, please complete the attached emergency telecommuting forms and return to your supervisor as soon as possible.

If your duties will allow you to work remotely and you have connectivity issues, contact the University Help Desk at 724.738.4357, [helpdesk@sru.edu](mailto:helpdesk@sru.edu) and contact your supervisor.

This is uncharted territory for everyone and I ask for your continued patience as we work through issues that may arise. As with any complex shift, there are bound to be bumps in the road. Should you happen upon one, please let your supervisor know, but do understand that everyone is working incredibly hard to make things as efficient and seamless as possible.

As you go about your daily routine, please remember that above all, your health is your biggest priority right now. Take care of yourselves. Take care of your family and loved ones. Stay safe and healthy. Practice the habits of social distancing and hygiene shown to mitigate the spread of COVID-19. If you are required to remain on campus but start to show any signs of illness, contact your supervisor and stay home.

I recognize the difficulties this outbreak has created for everyone, but one of our University's key strengths is our sense of community, so it is important that we all support each other during these unusual times. When we look back on how we handled this crisis, we will be judged by our ability to come together to support each other, maintain our composure and to solve problems. I have full faith in our community's ability to step up to this challenge.

Sincerely,

William J. Behre, Ph.D.  
President

Lynne Motyl  
Chief Human Resources Officer