

CLARION UNIVERSITY **FALL 2020 UPDATE**

June 29, 2020



The State System has released a fall framework for all System schools; it can be found [here](#).

As part of that framework, a procedure for employees to request consideration for a departure from their assigned work function, schedule or modality is included. The request procedure is outlined in the [Fall Reopening Requirements of Employees](#) document.

Employees who want to request consideration should use the [Request for Flexible Work Arrangement form](#).

Requests should be submitted to Tim Fogarty or Ann Hargenrader in Human Resources no later than Friday, July 17, 2020.

Upon receipt of the request and any accompanying documentation, Human Resources will review the form. If additional documentation is needed, Human Resources will contact the employee to request the needed documentation.

After the request is complete, Human Resources will consult with the appropriate vice president and department manager or dean to discuss the request and determine if the requested flexible work arrangement is possible.

Human Resources will advise the employee no later than July 31, 2020, if the flexible work arrangement is approved. This process may include additional discussions with the employee on alternative arrangements if the specific arrangement requested is not possible.