
Working remotely to support the State of Michigan's "Stay Home and Stay Safe" order

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To: kines-gsi <kines-gsi@umich.edu>, kines-staff <kines-staff@umich.edu>, kines-lec <kines-lec@umich.edu>, kines-faculty <kines-faculty@umich.edu>

Dear School of Kinesiology faculty and staff,

Today, Governor Gretchen Whitmer issued an order that the vast majority of Michiganders "[Stay Home and Stay Safe](#)," calling for the suspension of most in-person work beginning at **midnight tonight through April 13, 2020**, in response to the COVID-19 pandemic.

In his follow-up message, President Schlissel stated that "all campus employees should work remotely unless your unit needs you on campus to maintain the work we've identified as critical to our mission." We do not have any staff classified as essential, **so we are asking all SoK faculty and staff to work remotely (when feasible). Winter term classes will continue remotely and in alternative formats. Instructors and those supporting technology needed for remote delivery of courses should work remotely but can continue to utilize university and classroom resources to deliver remote instruction as needed.**

If you have already submitted a SoK Telecommuting Work Agreement (TWA) with an end date prior to April 13, we will automatically extend the end date to April 13. We will continue to extend the end date, if needed, to align with state and/or federal government orders.

If you are a staff member, postdoctoral fellow, GSRA, GSSA or GSI whose salary is being supplemented to perform research functions - and you have NOT already submitted a TWA, please:

- Complete a [TWA](#).
- Include the reason for the request, the intended time-period (including start and end dates), plans for continuity/coverage, and any anticipated impact on co-workers and internal/external customers.
- Complete the [request for removal of property form](#) if you'd like to take university equipment home, aside from your university-issued laptop.
- Email all forms to your supervisor, Jacquie Niven (jmwhite@umich.edu), and Lori Helvey (lhelvey@umich.edu) for approval.
 - NOTE: If the requesting employee is grant-funded, in addition to providing their approval, the supervisor should also provide confirmation that work on the grant(s) can be continued remotely.

If you are a faculty member, lecturer, or GSI who receives salary related to teaching only, you do not need to complete a TWA, but should still work remotely.

Please keep checking the university's COVID-19 updates at coronavirus.umich.edu. We will continue to post school, university, state, and national resources at kines.umich.edu/COVID-19.

We appreciate your patience and flexibility during this challenging time. Please take care of yourself and your loved ones, and know that we're here to support you.

Sincerely,

Lori Helvey
Executive Director of Finance, Planning and Operations

Jacquie Niven
Director of Human Resources



Lori Helvey, B.B.A '98, M.B.A '06
Executive Director of Finance, Planning and Operations

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