

August 4, 2020

Dear Iowa State faculty and staff,

With the start of Iowa State's fall semester upon us, we know many of you are also preparing for a K-12 school year that will have many uncertainties, or you may be facing other family or personal challenges as a result of the COVID-19 pandemic. We understand the constant changes and unpredictable circumstances are taking a heavy toll. Caring for our faculty and staff is a top priority; we are here to support you. University Human Resources (UHR) will be sending out a survey this week to employees with students in kindergarten through 6th grade to obtain feedback on the care needs they anticipate during the school year.

We ask that supervisors and employees continue to think creatively, exercise flexibility, and maintain frequent and open communication. As employees cope with personal challenges, they may request to:

- Continue working remotely where appropriate.
- Utilize a flexible work schedule.
- Utilize accrued vacation, accrued vacation credit, and/or compensatory time off.
- Take voluntary leave without pay, which could make the employee eligible for unemployment benefits.
- Temporarily reduce their employment status to part-time.
- Take an unpaid leave of absence.

Supervisors should please work with their employees to determine appropriate options. UHR has prepared [flexible workplace guidance for employees](#) who may want to request any of the above arrangements. Supervisors have discretion to approve an employee's request. Please contact your [HR Delivery Team](#) or email hr_delivery@iastate.edu with any questions.

UHR's WorkLife team is offering resources and support during this challenging time. The Family Friday webinar series is an opportunity to learn more about issues that may impact you and your family. This week's topic is [Remote Work and Families](#), presented by Matt Clancy, Assistant Teaching Professor in Economics. Register [here](#) to join the Family Friday discussion from 10 a.m. – 11 a.m., Friday, August 7.

Please also take advantage of the programs and strategies available through [ISU WellBeing](#), [Adventure2](#), and [Keep Community. Stay Informed. Be Well](#). We strive to create a caring culture where all members of the Iowa State community feel welcome, included, and supported, and that includes support for your professional and personal well-being.

Sincerely,

Wendy Wintersteen
President

Kristi Darr
Vice President for University Human Resources