



“Linking Citizens of Louisiana with Opportunities for Success”

Southern University and A & M College System
AGRICULTURAL RESEARCH AND EXTENSION CENTER
and the COLLEGE OF AGRICULTURAL, FAMILY AND CONSUMER SCIENCES

Ashford O. Williams Hall
P. O. Box 10010
Baton Rouge, LA 70813
(225) 771-2242
(225) 771-2861 Fax
www.suagcenter.com

OFFICE OF THE CHANCELLOR-DEAN

MEMORANDUM

TO: SUAREC/CAFCS Employees
FROM: Orlando F. McMeans, Ph.D. [Signature]
Chancellor-Dean
DATE: March 18, 2020
RE: Alternative Operating Guidelines for Employees

EXTENSION PROGRAMS
Agriculture and Natural Resources
Community and Economic Development
Family and Human Development
Nutrition, Diet and Health Education
Youth Development

LIVESTOCK SHOW OFFICE
Livestock and Poultry Show
State and National Rabbit Show
State and Regional Horse Show

RESEARCH PROGRAMS
Economics, Marketing, Policy and Community Development
Human Nutrition, Health, Family and Consumer Sciences
Plant and Animal Production Systems
Urban Forestry, Natural Resources and Environment

TEACHING
Agricultural Sciences
Family and Consumer Sciences
Urban Forestry and Natural Resources

TECHNOLOGY SERVICES
Data/Network/Web Management
Electronic Media
Publications
Technical Support and Training

A process has been put into place for alternative operating guidelines for personnel to begin working in one of two work modes: a hybrid work schedule (physically working in the office and remotely) or a telecommute (work remotely) schedule.

As it relates to the hybrid schedule, each supervisor will determine the number of days/hours an employee will physically work in the office. Supervisors will begin working in conjunction with their respective vice chancellors to identify which mode will best suit each employee. This is contingent upon the approval of the chancellor-dean.

The aforementioned, temporary work mode schedules will begin by the close of day on Friday, March 20 (or earlier) and end on April 30, 2020. Each employee needs to be clear and understand that this is a temporary arrangement, and there will be a “return to your assigned work location” date that will be determined.

It is imperative that supervisors convey clearly to their employees the expected day-to-day work assignments and duties prior to being released into one of the work modes. Work modes and/or arrangements are subject to be modified, including but not limited to, based on university needs and employee work duties.

The general expectation for this temporary work arrangement is that the employee will effectively accomplish his/her assigned job duties. It is also the expectation that the employee will be available during the scheduled work hours and will communicate information via electronically or by phone in a timely manner.

No employee will be released without signing the HR documents.

We ask that you continue to adhere to the SUBR HR communications and the SU Ag Center/CAFCS communications. In addition, for your safety, please continue to use best practices as provided by the CDC and State of Louisiana Department of Health.

Please read, sign, and forward your completed documents to your supervisor. The supervisor will sign and forward to your respective vice chancellor. The vice chancellors will sign and submit all completed documents to the Office of the Chancellor-Dean.

Thank you in advance for your cooperation in this important matter.