



“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

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

MEMORANDUM

TO: SUAREC/CAFCS Employees
FROM: Orlando F. McMeans, Ph.D. *OFM*
Chancellor-Dean
DATE: March 25, 2020
RE: Temporary Alternative Work Modes

As you know, the Governor has declared a statewide proclamation for additional measures for COVID-19 that included reducing business operations to minimum contact with members of the public and only essential employees reporting to work. The Southern University System has put guidelines in place to follow all state recommendations as well as developed its own guidelines through the human resource office.

At this date and time, each of you should know your work mode schedule as directed by your supervisor. The temporary work mode schedules began on March 20, 2020, and will 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 which will be determined.

I want to remind you that Southern University is still open for business and that telecommuting also means teleworking. As you begin to work remotely, remember to continue to communicate with your supervisor, fellow employees, students, and clients, as necessary. You are expected to perform your day-to-day work assignments to the best of your ability. It is also expected that you will be available during the scheduled work hours and will communicate information electronically or by phone in a timely manner.

To assist you with productivity, time management, and accountability, attached please find a work reporting template that you are expected to fill out on a daily basis and submit each Friday to your supervisor. The purpose of this document is to summarize work being performed while telecommuting.

While these temporary work modes are in place, please make sure to adhere to the SUBR HR communications and the SU Ag Center/CAFCS communications. Anticipate emails from my office and your supervisors. In addition, for your safety, please continue to use best practices as provided by the CDC and State of Louisiana Department of Health.

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