



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM


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MEMORANDUM

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TO: Southern University System Community

FROM: Ray L. Belton, Ph.D.
President-Chancellor
Southern University System 

RE: Alternative Operational Model for the SU System

DATE: March 17, 2020

Effective March 18, 2020, the Southern University System will begin transitioning to an alternative operational model. This course of action is deemed necessary to keep faculty, staff, and students safe as we respond to the COVID-19 pandemic. During this period, employees will be designated in one of several categories: (1) Essential employees; (2) Telecommuting employees; (3) Hybrid / Telecommuting Employees; or (4) Employees with a special assignment (as approved by the manager and/or Chancellor).

As the campuses maintain an open status, this new model will require employees who are essential to the continuance of operations to report to work. Each campus will provide employees with specific direction on its respective procedures and when they will go into effect.

Within each of the aforementioned categories, there are specific protocol that should be followed. Telecommuting employees (or hybrid telecommuting employees), must provide evidence that work from home capabilities are in place to effectively carry out work assignments. Telecommuting employees will also be required to sign a telecommuting agreement which details the level of work and assignments which will be carried out during this period. Telecommuting employees must follow the proper procedures and documentation for clearance (as stipulated by Campus Human Resources and Supervisors) prior to leaving the campus. Additional details relative to the alternative operational model will be forthcoming from the Campus Chancellors.

Again, we remain committed to making this a safe environment for our students, faculty and staff, and we appreciate your cooperation during this time.

If you have any questions, please contact your campus HR Director.

Thank you.

"Five Campuses, One Vision... Global Excellence"

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