Questions/Comments #1	
Questions/Comments	Should a sentence be added that clarifies that remote work may be approved by the supervisor for short -term (not permanent, not long-term, not remote) occurrences? For instance, I taught my face to face classes over the past week via zoom – from home – because for two days I was on great meds that removed my back pain but made it unwise for me to drive. For two additional days I taught from home because I had a sore throat, etc. and believed myself to be contagious. I believed that it was best not to be present in the classroom, but it wasn't necessary to cancel classes on those days. I recommend the following: > This procedure is in reference to long-term telecommuting and remote work agreements. The employee and his or her supervisor may reach an agreement for short-term (ten or fewer days) telecommuting arrangements without using this formal procedure. If this formal procedure is expected to be implemented for a one or two-day period when a person is contagious, but is otherwise able to perform their duties remotely, we are creating an unnecessary and burdensome bureaucracy. The first bullet point at the top of page two implies to me that every instance of a person working from home – even for one day, needs to be executed through this procedure. It reads: **EMPLOYEE ELIGIBILITY CRITERIA** • Temporary requirement due to medical occurrence and/or requirement for return to work resulting from health and/or disability situations. I don't see any language that allows for a short-term allowance approved by the direct supervisor. Peter Solie
Overseer Response(s)	After discussions with the procedure committee, with your recommendation, it was decided that this is not the intention of the

	procedure and you would work these situations out separately with the supervisor.

Questions/Comments #2	
Questions/Comments	
Overseer Response(s)	

Questions/Comments #3	
Questions/Comments	
Overseer Response(s)	

Questions/Comments #4	
Questions/Comments	
Overseer Response(s)	

Questions/Comments #5	
Questions/Comments	
Overseer Response(s)	