

MANAGER GUIDE TO RETURNING TO WORK ON CAMPUS

This fall, some of your employees may be returning to work on campus full time or with a hybrid schedule. There are resources available to help you – and them – with the transition.

As stated in [earlier communications](#), Purdue's goal is to return to normal operating procedures, including returning all campuses to full density – which means you may be returning to your normal office space or work area.



All employees must continue to adhere to the Protect Purdue Pledge. The best ways you can protect yourself and others:

- Get vaccinated
- If you are not vaccinated, wear a mask
- Stay home when sick
- Get the flu vaccination
- Clean your workspace often

If any of your employees are in need of additional workspace accommodations due to medical conditions, they will follow the ADA accommodations process. Contact adarequest@purdue.edu for more information. The process requires certification from a medical provider of the underlying medical basis for the request.

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RETURN TO CAMPUS TASKS

- Complete the [Property Off Campus Form](#) and acknowledge return date of equipment.
 - Those in hybrid positions do not need to complete the Property Off Campus form unless fully removing or returning equipment.
 - Review expectations with your employees. Purdue is responsible for equipping employees with one workstation, whether that is at home or on campus. There are creative ways to help employees working a hybrid schedule to acquire needed furniture or equipment. The [Surplus store](#) is a great place to start.
- Employees do not need to complete a new remote work form to acknowledge change in work location. As the supervisor, you can update your employees' work location in SuccessFactors.

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WORKSPACE RESOURCES FOR EMPLOYEES

- Contact ITaP at 765-494-4000 or itap@purdue.edu for computer/monitor setup.
- Review [Networks and Telecommunications](#) for phone questions/support
 - Email telephone@purdue.edu for general questions or itap-voice@purdue.edu to request service or report an issue

If employees haven't been to campus in a while, consider what may have changed. Discuss any building location or office space changes, printer access, etc.

- Review [Parking Permit information](#), if applicable.
- Review [Administrative Operations News](#) for updated campus construction or road closures.
- Review [Information Technology Service](#) for outages.



Human Resources

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ENCOURAGE YOUR EMPLOYEES TO PROTECT PURDUE AND OUR COMMUNITY

- Understand the guidelines outlined on the [Protect Purdue website](#) and in the [Protect Purdue Pledge](#).
 - Review the most current mask guidelines, visitor and travel guidance on the [Latest Updates](#) Protect Purdue webpage.
 - Review student and/or employee surveillance testing.
 - Contact the [Protect Purdue Health Center](#) at 765-496-4636 when experiencing COVID-like symptoms.

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WORK-LIFE INTEGRATION AND BEHAVIORAL HEALTH RESOURCES

Returning to a full campus may be stressful. Tools are available to help employees manage stress and anxiety, especially during changes in work, family or health. These are some of the resources:

- [Care@work by Care.com](#) for family care needs including care for children, adults, pets, housekeeping, tutors, etc.
- [SupportLinc Employee Assistance Program \(EAP\)](#) provided by Curalinc Healthcare is available to eligible employees and dependents covered on a Purdue health plan.
- [Center for Healthy Living \(CHL\)](#) offers additional counseling resources as well as health coaching, workshops, etc.
 - [Employee Assistance Counseling](#)
 - [Behavioral Health](#)
- Several [Healthy Boiler workshops](#) will focus on the potential stress and anxiety related to returning to campus.
- [LinkedIn Learning](#) offers several online courses on 'returning to the workplace.'
- Your [HR Business Partner](#) can help point you to other resources, when applicable.

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THINGS TO DO ONCE EMPLOYEES RETURN

- Discuss work plans, hours and procedures with your employees. Have conversations ahead of time with employees on any adjustments that will be made to department meetings, as well as office etiquette, such as how you will greet each other.
- Visit the [Returning to Work on Campus webpage](#) for current resources for concerns or questions about returning to campus.
- Invite employees to attend a [Return to Campus webinar](#).



Human Resources

HEALTHY BOILER



Behavioral Health



Financial Wellness



Physical Health



Social Wellness



Work-Life Integration

2550 Northwestern Avenue Suite 1100
West Lafayette, IN 47906
www.purdue.edu/hr/

Please direct any questions or concerns to Human Resources at hr@purdue.edu or 765-494-2222.