**Request for On-Campus Work**

For the Fall 2020 semester, UB will be operating predominantly online. Access to campus will be greatly restricted. UB will operate in only two buildings, the RLB Library (limited to RLB staff only) and the Law School. Employees and supervisors are expected to explore options that support effective telework and online education without coming to campus for the safety of our UB community. To be approved, any request must be specific and be an absolute necessity for the University.  Exception requests are discouraged.

Access by any employee to a University building requires approval by the president via this form. **This process applies to individuals who have been approved to perform work on campus during the summer.**

The request process for activities proposed to be performed on campus requires the supervisor / requestor to provide detailed information about the activity. Specifically state why the activity must be performed on campus, who will perform the activity, the proposed amount of time on campus, and detail how the activity can effectively be moved to the Law Building. Activities must be mission-critical to academic programming, student services, or business operations.

The request will be routed through departmental leadership for review, must be endorsed by the Provost or CFO/VPAF, and approved by the President.

If approved, the employee(s) coming to campus must adhere to all health protocols in place at the time of the request (i.e. testing, screening, social distancing, PPE). Employees who do not follow the safety protocols will be required to leave campus.

Department:

Requestor:

Describe the work proposed to be conducted on campus. Explain why it cannot be completed remotely and how it supports mission-critical activities.

Can the work be effectively moved to the Law Building? What would be required to do so?

What are the consequences if this request is denied?

How many employees are proposed to work on campus to perform these duties? Please provide names of employees.

What is the proposed schedule, including days per week, hours each day, and duration of time (days, weeks, months) for the work to be performed. If work must be done on specific days, explain why.

**Approvals:**

**Department Head:**

**Provost or CFO/VPAF:**

**President:**