I HAVE BEEN CALLED BACK INTO WORK ON CAMPUS AND MAY FALL INTO THE VULNERABLE POPULATION CATEGORY

Complete the work adjustment request. This form will require documentation from your medical provider certifying that you meet the vulnerable population criteria. Suggested documentation for medical providers.

The COVID Vulnerable team will review your request for a work adjustment.

A work adjustment approval notification will be forwarded to your supervisor.

Supervisor, HRIC and the employee requesting a work adjustment meet to discuss job duties the employee can perform while onsite and minimize exposure to the virus.

If returning to the original role is not feasible, the HRIC and Supervisor will help the employee find another fit within the College.

If another role is not possible, then leave options will be evaluated. However, this will only occur once a thorough review of all return-to-work possibilities have been assessed.