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TO: Boston University Staff

FROM: Jean Morrison, University Provost and Chief Academic Officer
Gary Nicksa, Senior Vice President for Operations
Ken Freeman, Vice President for Human Resources *ad interim*

DATE: November 4, 2020

SUBJECT: Spring 2021 Staff Workplace Adjustment Process

As was [announced](#) earlier this fall, Boston University currently plans to continue the Learn *from* Anywhere model during the spring 2021 semester. We are writing today to announce the spring 2021 Workplace Adjustment Request Process for staff. In order to give schools, colleges, and departments adequate time to plan for the spring 2021 semester, Workplace Adjustment Requests from staff are **due by November 30, 2020**. Exceptions to that deadline are noted below.

We have made several changes to the process for the spring semester, so please review this information carefully.

For spring 2021, Workplace Adjustment Requests are available only to individuals who have, or live with someone who has, a [COVID-19 high-risk medical condition](#) as defined by the Centers for Disease Control (CDC), or are part of a group the CDC has identified as [needing extra precautions](#). Workplace adjustments based on age alone will be considered for those who will be 65 or older on April 30, 2021.

Anyone requesting a spring 2021 Workplace Adjustment must complete and submit the [Workplace Adjustment Request Form](#). If an individual received verification this fall based on a chronic CDC high-risk condition, they *will still need* to fill out a new request form, but *will not need* to re-submit medical documentation.

If it is determined that a returning applicant needs to re-submit medical documentation for spring 2021, they will be notified individually. Generally, only those who received verification this fall based on temporary conditions will need to re-submit medical documentation.

New applicants will be asked to submit medical documentation as part of the application process, with the exception of those who are over 65 or belong to a demographic identified as needing extra precautions. **In a change from the fall semester's process, the applicant will be responsible for submitting any required medical documentation and will not be able to submit, or save, the application without it.** Thus, applicants should proceed to the form only

when they have compiled all of the required information. Detailed instructions about the application process can be found on the [Human Resources \(HR\) website](#).

All applications – both from new applicants and from those who received verification this fall – will first be confidentially reviewed by professionals from HR and the Equal Opportunity Office. The role of this group is solely to verify whether the applicant meets the CDC risk factor criteria. Once this verification process is complete, the review team will notify the applicant's school/college/department leadership and their designee(s). Leadership and their designee(s) will then work with each individual to determine what adjustments may be made for the spring 2021 semester. There are a variety of adjustments that may be considered by the leadership, and applicants should expect to engage in a dialogue about what adjustment is most appropriate in their situation.

It is essential for planning purposes that applications be submitted as soon as possible. The deadline for submissions is **November 30, 2020**. After this date, we will accept applications from: staff who start employment with Boston University after November 30, 2020; and those who are, or have a household member who is, newly classified as being within a CDC risk factor category after November 30, 2020. If the CDC changes its criteria for high risk categories, we will consider those modifications when they are announced.

If you have questions about the process or the form, please contact the COVID-19 employee support line at 617-358-4990 or covidhelp@bu.edu. The support line is staffed Monday through Friday, 9 am to 5 pm.

Finally, if you are seeking a workplace adjustment for a reason unrelated to CDC Risk Factors, you have the following options:

- **Medical conditions:** Staff should review BU's [reasonable accommodations for persons with disabilities page](#) to determine if they may qualify for an accommodation. The page includes an explanation of the process and resources to contact with questions.
- **Non-medical conditions:** Consult your manager to review your concern and determine if an adjustment is possible.

Thank you again for your daily efforts to make the current semester successful and for your continued commitment to the health and safety of the Boston University community.