

Office of Employee Relations



Human Resources
MICHIGAN STATE UNIVERSITY

COVID Related Remote Work Request Form

I. Institutional Context

Michigan State University is a residential institution with its courses and programs primarily offered via in-person instruction. For the 2021-2022 academic year, most of the university's academic programs will have essential in-person components.

II. Approval Process for COVID Related Remote Work Accommodation

An employee with a disability requesting a remote work accommodation due to COVID must identify and register with the Resource Center for Persons with Disabilities (RCPD) in advance, preferably at least 15 days before the accommodation is needed. Employees should provide the Covid Related Remote Work Accommodation Request form or equivalent documentation.

The University reserves the right to request additional clarification or documentation.

The RCPD will validate that the employee has a disability. They will then notify the Accommodation Specialist in the Office for Employee Relations who will engage with the employee and campus officials to determine whether remote work will allow the employee to perform essential job functions without posing an undue hardship. This accommodation is not intended to be used after fall 2021 semester, nor to convert an in-person job to a remote work experience.

III. Dispute Resolution Procedure

Disputes or disagreements about a disability determination, appropriateness of an accommodation, or service/assistance quality should first be raised with the OER Accommodation Specialist. If the matter cannot be resolved, a [Reasonable Accommodation Appeal Form](#) should be submitted to the ADA/Section 504 Coordinator

The ADA/Section 504 Coordinator
Office for Civil Rights
Olds Hall, Suite 107
East Lansing, MI 48824
Phone: (517) 355-3960
Email: ocr@msu.edu

Health Care Provider Role

University decision-makers need your professional judgement as it relates to the employee's health status and related needs. The description should include an assessment of the employee's health risks for working on campus or otherwise exposed to other people while working at MSU, considering: their unique medical profile, the latest information on vaccine efficacy, and the university's vaccine mandate and face mask requirement while indoors. Impacts must go beyond the typical stress or nervousness that most people are expected to feel in readjusting to an in-person experience.

Health Care Provider Documentation for COVID Related Remote Working Accommodation Requests

Employee Information

Name: Last, First, Middle Initial

Date of Birth:

MSU NetID:

Certifying Professional

Certifying Professional's Printed Name:

Credentials/Specialization:

License Type:

License #:

State:

Exp. Date:

Diagnosis/Diagnoses that requires a working accommodation:

DSM or ICD Codes:

Date of onset:

Date of diagnosis:

Date of employee's last appointment?

How often does the employee receive treatment?

Estimated end date and circumstances you believe need to change for the employee to resume face-to-face work?

Content for Letter of Support

Below is the information the university is looking for in evaluating an individual's request for remote work as an accommodation.

Please include the following within the form or attach a supplemental letter of support on official letter head:

Describe the workforce barrier that keeps the employee from being physically present at the job site to perform their job? Questions to consider include: What significant negative impacts will this employee face if they are physically present at the job site? How will remote work address the workforce barrier?

- a. *For employees with CDC-recognized COVID-high-risk conditions (e.g., diabetes) the description should include an assessment of the employees' health risks for being physically present at the job site considering their unique medical profile, the latest information on vaccine efficacy, whether the employee has their own office space, and the university's vaccine mandate and face covering requirement while indoors.*
- b. *For employees without CDC-recognized high-risk conditions (e.g., mental health conditions) the description should include an explanation of how being physically present at the job site will address the workforce barrier, considering their unique medical profile, the latest information on vaccine efficacy, whether the employee has their own office space, and the university's vaccine mandate and face covering requirement while indoors. This impact must go beyond the typical stress or nervousness that most people are expected to feel in readjusting to an in-person experience.*

Health Care Provider Documentation for COVID Related Remote Working Accommodation Requests

Has the employee been fully vaccinated for COVID-19? YES NO UNKNOWN

Is the employee able to wear a facemask while indoors at MSU? YES NO

If the employee has been fully vaccinated for COVID-19 and/or is able to wear a facemask while indoors, why do you believe the employee needs to work remotely?

Please print this documentation, sign, and date below. Send or fax directly to RCPD using information below

Certifying Professional's Signature

Date



Resource Center for Persons with Disabilities (RCPD)
Maximizing Ability & Opportunity
Michigan State University Bessey Hall
434 Farm Lane, #120 East Lansing, MI 48824
(517) 884-7273 (phone) (517) 432-3191 (fax)
<http://www.rcpd.msu.edu/>