



The University of Texas at Austin College of Natural Sciences

Dear CNS supervisors,

I hope the new academic year is off to a good start for you and your group. This is a semester of many changes on campus and in our teams. A lot of supervisors have mentioned that it's been challenging to respond to their team members' emerging needs and questions, pertaining to everything from the delta variant to flexible work arrangements. I want to pass along a few resources and reminders if helpful as we go into the year ahead.

Return to campus

Many staff have been coming to campus, but for others, their return on site has been delayed until after Sept. 17. You may want to encourage members of your team to find a day to venture to campus before then in order to improve their comfort with the transition, **ensure IT supports are working** as expected and ease into new patterns. You might have team members who would like to know about some offerings through the **Employee Assistance Program** to help prepare for coming back together.

Parking

Staff may appreciate reminding about the new **occasional parking program**. Renewals for **F parking permits have a purchase deadline** of tomorrow, **Tuesday, Aug. 31**.

COVID-19 safety and accommodations

With the high rate of spread of the coronavirus, all employees and supervisors have a role to play in limiting spread. Please make accommodations for staff who need to quarantine or be home with children in quarantine. Employees who feel sick or have symptoms should stay home. Though not required, everyone coming to campus is encouraged to use the **Protect Texas Together** app, to get vaccinated and to wear face masks.

Free, proactive community testing for all employees without symptoms remains available by appointment through **University Health Services**. Employees with symptoms who get tested for a suspected case of COVID-19 should contact the **Occupational Health Program (OHP)** with their results.

Staff who have family members in their household with certain immunocompromised medical conditions can request special accommodations: they should visit the [Human Resources website](#) for information on eligibility, the applications process and FAQs.

Piloting Flexible Work Arrangements

Many staff have mastered working entirely remotely or working entirely on site, but there may be some new adjustments with hybrid work. As a supervisor, please keep in mind that this pilot effort is one you can make adjustments to as you see needs arise. We will continue to supplement resources on the college [Return to Campus wiki](#) and alert you to them in the “In CNS” newsletter, so you have resources and best practices to use with your team. Please send suggestions for further additions/resources to personnel@cns.utexas.edu.

Sincerely,

Maureen Hahn
Director of Human Resources
College of Natural Sciences

This communication is from College of Natural Sciences – Official.

View this email [online](#).

The University of Texas at Austin | Austin, TX | 78712 US