

**From:** [McGrail, James](#)  
**To:** [USNH](#)  
**Subject:** Flexible Work Arrangements  
**Date:** Saturday, March 14, 2020 1:27:01 PM

---

Dear Colleagues,

The safety and well-being of our staff, faculty and students remain our top priorities. As prior communications have indicated, the office remains open. We need to ensure that we continue to meet the needs of our colleges and universities. These are extraordinary times, however, and we understand there could be a number of reasons why you might want to consider a flexible work arrangement for the coming weeks. There is a USNH policy that governs flexible working arrangements. However, due to COVID-19 concerns, we have made it an easier process to request a flexible work arrangement.

Please take the following steps to request a flexible work arrangement:

- Think about if and how your work can be successfully completed remotely.
- Request to work remotely in writing to your supervisor. This can be done via email.
- The written approval of your supervisor is necessary.
- **This approval process will be in effect through April 3, 2020.**

We recognize that employees and supervisors will have many questions about these arrangements. We are working on a FAQ document that will be posted soon.

Sincerely,

James A. McGrail  
Chief Human Resources Officer

V: 603.862.0921 | F: 603.862.0946

University System of New Hampshire  
5 Chenell Drive, Suite 301  
Concord, NH 03301  
[www.usnh.edu](http://www.usnh.edu)

**Confidentiality Notice:** This e-mail and any files transmitted with it are confidential and are intended solely for the use of the individual(s) addressed in the message above. This communication may contain sensitive or confidential information. If you are not an intended recipient, you have received this e-mail in error and any use, dissemination, forwarding, printing, or copying of this e-mail is strictly prohibited. If you believe you have received this e-mail in error, please notify us immediately and delete all copies of this message including any contained in your reply. Thank you.