May 28, 2020

To: MSU Employees

Colleagues,

We are writing to confirm that your units, colleges, and departments should continue to abide by Governor Whitmer’s “Stay Home, Stay Safe” order, which has been extended through June 12 in the Governor’s new Executive Order No. 2020-100.

As outlined in the HR Guidelines Memo from March 24, employees who are working at home should continue to do so, in accordance with direction from their supervisors. The executive orders issued since that time have not changed the guidance that employees should work remotely unless their job duties are such that they must be present physically. Any employee whose physical presence at their place of work is necessary to (a) sustain or protect life, or (b) conduct minimum basic operations, must be designated as "necessary" and continue to report to their place of work. Units must determine which employees are designated as "necessary."

In addition, as President Stanley mentioned in his recent communication to campus, regardless of when the “Stay Home” order ends, the University’s directive to MSU employees will remain in effect as it did before the issuance of the first executive order. Employees who are working remotely should continue to do so in accordance with direction from their supervisors.

The COVID Reopening Task Force continues to meet to determine the safest return to campus for everyone. We will continue to monitor the Governor’s executive orders and may make adjustments to work as the orders allow.

Please continue to refer to the HR website for the latest resources to assist employees, supervisors, and HR professionals during this time. Continue to check the Keep MSU Working site for the latest updates and information regarding the University’s response to the coronavirus.

Sincerely,

Sharon E. Butler, Associate Vice President of MSU Human Resources

Theodore H. Curry II, Associate Provost and Associate Vice President of Academic Human Resources