

CGE Instructions for Asserting Protections During COVID19



Be sure to attach the relevant MOU(s) to your request(s) :

[Internet Access MOU](#)

[Remote Work MOU](#)

On requesting compensation for internet:

To request reimbursement, GEs will need to access and complete the reimbursement request form, which can be accessed at the following link:

<https://oregonstate.app.box.com/s/y4p9nmr1jgqniybk4s20i2aeelnekhs8>.

GE's must receive authorization from their supervisor and the form requires the signature of both the employee and the supervisor. The supervisor (or the budget office) will complete the accounting distribution piece. Once complete, the form will need to be submitted to Central Accounts Payable, at Accounts.Payable@oregonstate.edu. In order for a reimbursement to be processed and paid in the month it is requested, completed forms will need to be submitted by the close of the 10th business day of the month.

On contesting an in-person designation:

Until you have been notified of your work modality, you may choose your work modality. If you would like to change work modality after notification, email your supervisor and request a change. If you or a household member are in a higher risk category, it may be helpful to state that; note that supervisors are discouraged from inquiring about the reason you fall in a higher risk category. If a modality change request is rejected (which must be in writing) you may file a grievance.

Example:

I am/A household member is at a higher risk for severe illness from COVID-19 and I require modifications or alternatives to on campus work to minimize health risk.