



Memorandum

To: Texas Tech University Faculty, Staff, and Student Employees

From: Jodie Billingsley
Assistant Vice President for Human Resources

Through: Grace Hernandez
Associate Vice President for Administration and Chief of Staff

Date: May 1, 2020

Subject: Phase IV - Campus Operations

From the inquiries we have been receiving, we know many of you are eager to return to your campus offices and labs. However, we want to remind you that Texas Tech University remains in [Phase IV](#) of the [Emergency Remote Work Status Operational Phases](#). Only those individuals who have written approval by the President, Chief of Staff, Provost, VPR, or CFO through the [Designated Essential Employee Approval Form](#) are allowed to work on campus. All other faculty, staff, and student employees must continue working remotely. If you are unsure whether you have an approved [Designated Essential Employee Approval Form](#), please contact Human Resources, hrs.compensation.operations@ttu.edu, for confirmation.

We will let you know as soon as administration determines that a phased return to your campus workplace can begin. Even if you do not work in a densely populated area within the university, we want to ensure the relevant locations have been disinfected and proper protocols are in place for everyone's protection. Until that time, we ask that you continue to work remotely.

Thank you for the excellent work you are continuing to do during this time.