



University of
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Office of
Human Resources

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To: OHR Partners
From: David N. DeJong, Vice Chancellor of Human Resources
Date: March 30, 2020
Subject: Providing Opportunities for University Employees

As the University continues to operate in a modified status of distance learning and a posture of remote work, I implore you to revisit Chancellor Gallagher's statement, "[A Reduction in Operating Status](#)." We are continuing to pay all of our employees – regular and temporary – and in these circumstances we must find and provide opportunity that may not be part of a normal week in the office or around campus.

There are numerous ways to be creative in providing work opportunities:

- Expand opportunities to support others' work within your area or responsibility center (RC)
- [Coordinate with and offer opportunities across other RCs](#)
- Encourage/offer professional development such as cross-training, certification, and continuing education credits
- Enable volunteer service, up to 8 hours per work week
- Refer to the [Supervisors' Guide to Managing Remote Workers](#)
- Refer to the [Supervisor Tips and Tools to Motivating and Engaging Remote Workers](#)
- [Connect with OHR for help!](#)

We encourage you to be open-minded and creative in finding opportunities for our employees. This is the time to do what we may not have had time to do before. Cross items off your wish list, start those new or long-lost initiatives, and forge ahead.

We must uphold and further our standing as a pioneering research and educational institution. Our current actions, by the way we lead our pandemic response, will be felt across the University for years to come.

We are eager to learn of the out-of-the-box ways that you engage our employees as we continue adjusting to this new normal. Please share your ideas with us, and we will add them to the set of support materials we are compiling. Thank you for your attention to this important initiative.