

Dear Supervisors:

As the University anticipates students' return to Pepperdine campuses in early August, and some employees' return to campus in mid to late July, you are responsible to prepare now for the needs of your staff, student workers, and department.

Please use [this checklist](#) to plan now for a new work arrangement. Please continue your team's current work arrangement until the University confirms the date that faculty and staff may return to campus, recognizing that plans may change due to the fluidity of the situation.

Thank you for your leadership as we collectively navigate the ambiguity of this pandemic. Showing compassion and flexibility toward employees, while still upholding standards of excellence for our students and constituents, embodies the Pepperdine mission and culture. Please let us know how Human Resources can support you as we once again demonstrate the very best of our University.

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