



September 1, 2026

Dear Colleagues,

Over the past several weeks, University leaders have shared information about increasing on-campus presence directly with their teams. We are following up on these messages here so there is a shared and consistent understanding of the University's overall direction, timeline and next steps. This note also introduces a new webpage that brings together the latest information and resources in one place.

The University is moving toward an on-campus model in which staff members work on campus at least four days per week. The University-wide deadline for covered staff positions to meet this expectation is June 30, 2027.

While the minimum four-day expectation and final June 30, 2027, timeline are University-wide, the transition will not look identical across every unit. Some designated leadership positions are already subject to the expectation. For other covered staff, units will use the period leading up to June 30, 2027, to prepare for full implementation based on their operational, staffing and workspace needs. During this period, supervisors may require on-campus attendance for meetings, events, coverage or other specific operational needs. Supervisors should continue to review existing flexible work arrangements annually in accordance with University policy.

Why we are making this change

The University's mission depends on strong connections among the people who teach, conduct research, support students and operate our

campus. Greater in-person presence creates more opportunities for collaboration, mentoring, problem-solving and responsive service. It also helps employees participate more fully in the daily life of the University and strengthens the experience we provide to our students.

At the same time, we recognize that increasing on-campus work may require meaningful adjustments for some employees, including changes involving commuting, caregiving responsibilities, existing remote or hybrid arrangements, and workspace needs. We are committed to providing clear timelines, a consistent process for requesting a different work arrangement, and support as units plan for the transition.

The following information explains who is covered, how individual circumstances will be addressed and what employees can expect next.

Who is covered?

The four-day minimum expectation applies to University staff positions. Staff members whose positions already require four or five days on campus should continue following their current schedules unless their supervisor communicates a change.

If you are unsure whether the expectation applies to you, please connect with your supervisor.

This initiative does not apply to faculty work arrangements.

Exceptions and existing work arrangements

The University will use a common exception process administered by Human Resources under the Flexible Work Arrangements policy. Individual units should not create separate exception criteria or approval processes.

Previously approved remote or hybrid arrangements remain subject to review in accordance with the University's Flexible Work Arrangements policy. An existing arrangement does not automatically guarantee that

the same arrangement will continue. HR will provide additional information about the exception process, required documentation, review criteria and timing as those details are finalized.

Medical and disability accommodations

Requests related to a medical condition or disability are separate from the exception process and not considered exceptions. These requests will continue to be handled by Employee and Labor Relations in accordance with applicable law and University policy.

Employees seeking a medical or disability accommodation should contact Employee and Labor Relations at employee-relations@udel.edu.

Workspace and operational planning

The transition also requires thoughtful planning for office space, equipment and other workplace needs. Facilities Services and Campus Planning will work with units to assess those needs and identify appropriate solutions.

A University-wide workplace-planning framework, process and timeline will be communicated to unit leaders.

Where to find more information

The [On-Campus Work Expectations webpage](#) brings together current information about the on-campus expectation, implementation timeline, exception and accommodation processes, workspace planning and available resources.

We will update the webpage as additional details become available, so employees have a consistent source for the latest information.

For questions about your unit's schedule or transition plan, please contact your supervisor. For questions about the Flexible Work Arrangements policy or the exception process, contact your HR Director.

Medical or disability accommodation requests should be directed to Employee and Labor Relations.

Thank you for your partnership as we work together through this process. We appreciate everything you do to support our students, colleagues and campus community.

Warm regards,

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