



# Teleworking continues until Friday, June 12, 2020

## ASRC Building Access

**If you need access, please discuss the request with your manager.** Your manager will then discuss your request with the Department Leader (if applicable) and AES Human Resources. If your request is approved, you will need to fill out a questionnaire concerning any recent travel and exposure to or signs and symptoms of COVID-19. If your questionnaire is cleared, you will be notified that you have building access. You must follow the ASRC COVID-19 mitigation plan while in the building at all times.

[Click to view the COVID-19 Mitigation Plan](#)

Please note that due to the increase in new COVID-19 case counts this week, all new building access requests will require a showing of significant business need.

## Working Remotely

### Overtime Approvals

Please remember that hourly employees must obtain *written* approval from their manager before working overtime. The AES teleworking policy is available [here](#).

### Documents

Visit the AES [Working Remotely](#) page for info about:

- Teleworking Policy
- Desk Phone Forwarding
- VPN
- Equipment Check-out

[Click here to visit the Working Remotely web page](#)

## COVID-19 HR Related Questions

If you have any HR questions related to COVID-19, please call (907) 334-1688 and press option 1 to speak to a live representative. If all representatives are busy, please leave a message so they can return your call.