

UNIVERSITY of HOUSTON

HUMAN RESOURCES

July 30, 2020

Guidelines for Flexibility in the Workplace: Work alternatives for employees

These guidelines are in effect during the COVID-19 pandemic and are intended as a supplement to MAPP 02.04.10 Flexible Workplace Initiative. In addition, when the University is open, each department should be open for business in accordance with regularly scheduled work hours.

Supervisors are responsible for approving and managing all flexible arrangements provided to each employee. Accordingly, not all employees will be able to utilize these alternatives at the same time. Since all jobs are different and the array of responsibilities are diverse, the availability of any of the flexible alternatives below may vary from one department to another, depending on the type of services provided, work schedules, business hours, or feasibility to complete the work in a non-traditional method. Alternatives may exist to offer the following:

- a. **Remote Work** is an arrangement that allows employees to work outside of their traditional office environment in an **Alternate Work Location** or their **Official Domicile**.

Remote Work is performed at an off-site location that may be an employee's home office or another approved location, such as an office space or home environment in a different location from the official domicile. The official domicile in Texas continues to be the primary and only address of the employee.

Official Domicile is the permanent off-campus location where work duties are regularly performed and is typically the employee's home location on file.

- b. A **modified schedule** is an arrangement between employee and direct supervisor, which allows the employee the flexibility to fulfill their regular workweek schedule at adjusted hours.
- c. **Temporary Redistribution of Responsibilities** is an agreement that allows supervisors to delegate departmental tasks that may differ from normal job descriptions to employees within their department. Note: Temporary redistributions do not warrant changes to the employee's current compensation or job title.
- d. **Family Medical Leave (FML)** may be available to employees who qualify under the FMLA requirements. FMLA may be used in place of regular work hours to supplement their time both consecutively and intermittently. Note: a physician's note may be required when related to a medical condition. Effective April 1, 2020 through December 31st, 2020, FMLA can also be requested by an employee when caring for his or her son or daughter whose school or place of care is closed or whose childcare provider is unavailable for reasons related to COVID-19.

- e. **Professional development and additional training** may be available to employees whose regular job responsibilities cannot be performed and may be used consecutively or intermittently. Additional Professional development and training may include webinars, online learning, or shadowing another employee in their job responsibilities. Extracurricular professional development and training should not exceed an average of 5 hours a week during the COVID-19 pandemic.

- f. **“Roll up your Sleeves UH”** is a work-exchange program available through October 31, 2020, that allows eligible employees with supervisor permission to work within different departments and colleges University-wide that differ from their regular work job responsibilities. Note: The Roll up your Sleeves UH Program does not warrant changes to the employee’s current compensation package or job title.