



# UNIVERSITY OF HOUSTON WORKPLACE FLEXIBILITY

UNIVERSITY of  
**HOUSTON**  
HUMAN RESOURCES



The **University of Houston** offers multiple flexible work options to meet the unique needs of our employees. These options include: Flextime Work Hours, Compressed Work Week/Summer Flex Time, and Temporary Remote Work/Sick Guidelines. These flexible work options are available to all UH Staff employees with management approval.

In this presentation we will summarize the policies and guidelines for these flexible work options.



## Hours of Work Policy MAPP 02.04.02

The Hours of Work Policy allows for the following Flexible Work Options :

Flextime Work Hours

Compressed Work Week  
/ Summer Flex Time

### Summary

Department managers may request approval for operational hours outside the normal hours (i.e. Monday-Friday, 8am-5pm) or staggered employee work hours.

When a department chooses a department-wide flextime schedule that digresses significantly from normal operating hours, the plan requires the additional approval of the AVC/AVP of Human Resources. Management should review the full [Hours of Work Policy 02.04.02](#) before approving requests.

# Hours of Work Policy - Flexible Work Hours

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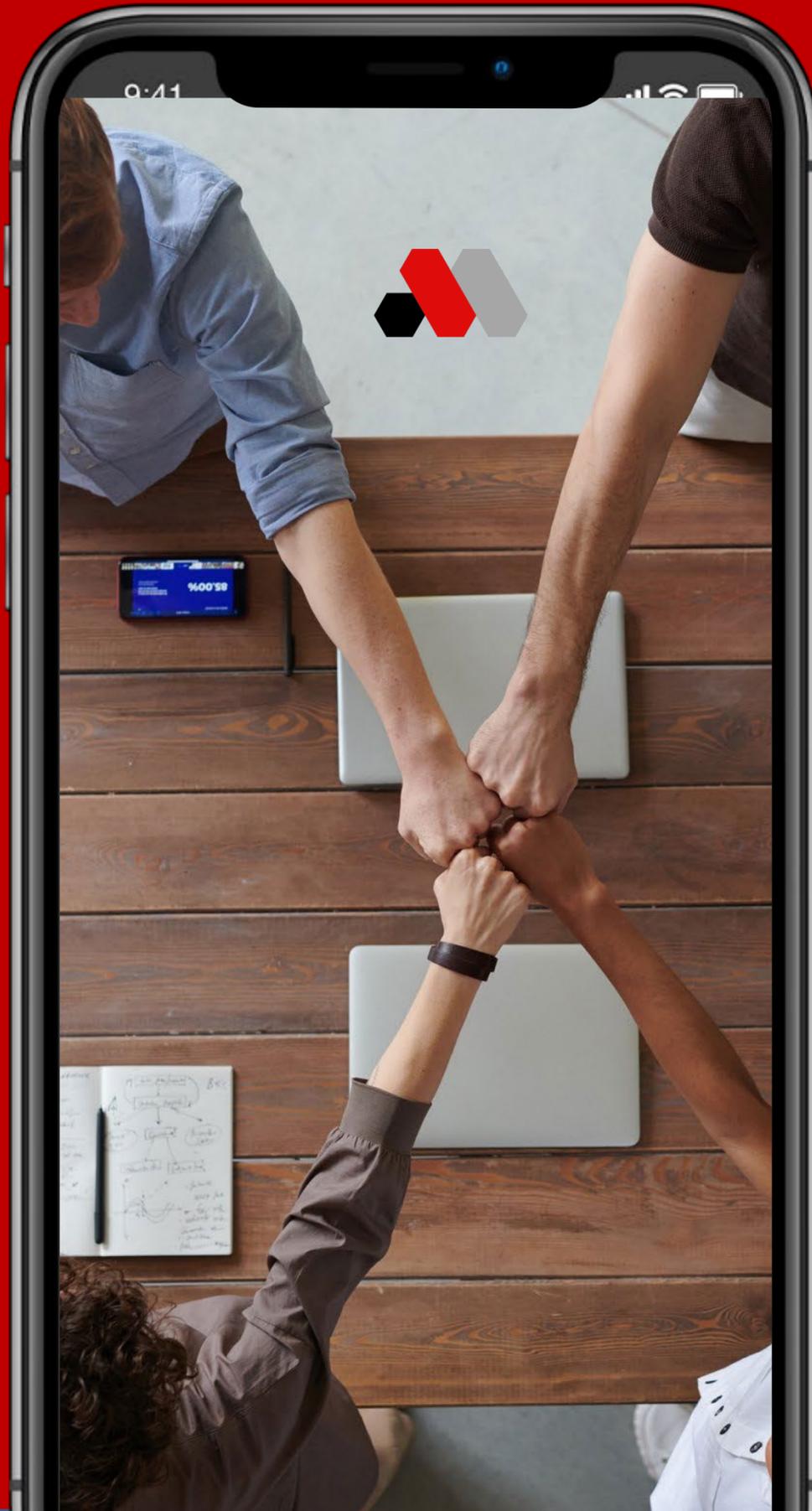
## Flexible Work Hours

Staff employees may request an alternative schedule to the Monday – Friday, 8am – 5pm hours, which is considered the regular hours of work for full-time employees.

### Example:

A staff employee may request to work  
Monday – Friday, 7:00am – 4:00pm  
This schedule includes 1 hour for lunch.

All staff employees paid on a full-time basis are required to work a minimum of 40 hours per week. Management may approve alternative scheduling as long as consistent hours of operation and levels of staffing are maintained in order to meet standards of public service and operational efficiency. Management should review the full [Hours of Work Policy 02.04.02](#) before approving requests.





## Hours of Work Policy – Compressed Work Week/Summer Flex Time

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### Compressed Work Week (Flextime)

Staff employees may request to work their 40 hour work week in an alternative schedule to the Monday – Friday, 8am – 5pm hours, which is considered the regular hours of work for full-time employees.

#### Example:

A staff employee may request to work 4 days a week for 10hrs., i.e. Monday – Thursday, 7:00am – 6:00pm . This schedule includes 1 hour for lunch.

All staff employees paid on a full-time basis are required to work a minimum of 40 hours per week. Management may approve alternative scheduling as long as consistent hours of operation and levels of staffing are maintained in order to meet standards of public service and operational efficiency. Management should review the full

[Hours of Work Policy 02.04.02](#) before approving requests.

# Temporary Remote Work/Sick Guidelines

## Summary

These guidelines apply to Staff employees who are temporarily unable to be in the workplace due solely to a COVID-19 related reason.

Temporary remote work can be considered under the following circumstances:

- 1) A staff member states that they have a medical condition that prevents them from being on campus.
- 2) An employee states that they have been diagnosed with COVID-19.
- 3) A staff member states that they have had potential COVID-19 exposure.
- 4) A staff member states that they are not feeling well and might be sick, but they do not know if they have COVID-19 and would like to work from home.
- 5) A staff member states that they need to care for an immediate family member due to a COVID-19 related event, including school or daycare closures.

# Temporary Remote Work/Sick Guidelines

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**Supervisors should consider the following before approving temporary remote work:**

- 1) Whether the staff member's temporary remote working supports and furthers the University's mission.
- 2) Whether the position can be appropriately conducted remotely without diminishing the quality of the work or disrupting the productivity of an office.
- 3) Whether the staff member has a demonstrated ability to work remotely with minimal supervision.
- 4) Whether the staff member has a thorough knowledge and understanding of the job tasks and operations, for which they are responsible.
- 5) Whether the staff member's temporary remote working environment is conducive to allowing the staff member to fulfill their full-time University job duties and responsibilities while working remotely.

To submit a request for temporary remote work, due to quarantine requirements or illness related to COVID-19, a staff member must complete and submit the [University of Houston System COVID-19 Telecommuting Form](#) to an immediate supervisor.

For assistance with the Hours of Work Policy and the Temporary Remote Work/Sick Guidelines please contact your Human Resources Business Partner.

Carlos Luis, Director HR Services

3-6230, [cluis@central.uh.edu](mailto:cluis@central.uh.edu)

Alicia Colbert, Sr. HR Business Partner

3-7691, [AColbert@Central.UH.EDU](mailto:AColbert@Central.UH.EDU)

LaTasha Stoker, Sr. HR Business Partner

3-3988, [lrstoker@Central.UH.EDU](mailto:lrstoker@Central.UH.EDU)

Laura John, College HR Administrator

3-5497, [lejohnc@Central.UH.EDU](mailto:lejohnc@Central.UH.EDU)



# Resource Page

## Flexible Work Hours

**Hours of Work Policy 02.04.02**

<https://uh.edu/policies/docs/mapp/02/020402.pdf>

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## Compressed Work Week/ Summer Flex Time

**Hours of Work Policy 02.04.02**

<https://uh.edu/policies/docs/mapp/02/020402.pdf>

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## Temporary Remote Work/ Sick Guidelines

**HR COVID-19 Information Page**

<https://uh.edu/human-resources/covid-19-information/>

**Forms**

[https://uh.edu/human-resources/temporary\\_remote\\_work\\_guidelines.pdf](https://uh.edu/human-resources/temporary_remote_work_guidelines.pdf)

[https://uh.edu/human-resources/uhs\\_temporary\\_covid19\\_telecommuting\\_form.pdf](https://uh.edu/human-resources/uhs_temporary_covid19_telecommuting_form.pdf)

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## Human Resources

**Main page - <https://uh.edu/human-resources/>**

**Policies page - <https://uh.edu/human-resources/policies/>**

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