

UNIVERSITY of HOUSTON

HUMAN RESOURCES

Guidelines for Flexibility in the Workplace: Work alternatives for employees

Note: 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.

- 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**.

Example: Employee Patricia and Supervisor Jane sign a written agreement that Patricia may work from her home office in place of working from her regular campus workstation.

The **Remote Work** can be performed from an **“Alternate Work Location.”** The **Alternate Work Location** is the temporary 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 in Texas. The official domicile in Texas continues to be the primary and only address of the employee.

Example: Employee Patricia works from home during the Covid19 pandemic with the permission of her supervisor.

Example: Employee Patricia primarily works from her home office but asks Supervisor Jane for permission to work from a different location every Tuesday.

Example: Employee Patricia primarily works from her home office but asks Supervisor Jane for permission to work in another city for one week during August.

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

Example: Employee Mario’s official domicile is his home, where he performs his regular work hour responsibilities every week.

- 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.

Example: Employee Tom has children who are in K-12 school and participating in online learning. Tom asks Supervisor Shannon if he can work a modified schedule while his children are online learning. Tom and Shannon agree that Tom's schedule will be as follows:

Monday to Friday

Remote Work from 7:00 AM to 11:00 AM

Personal time from 11:00 AM to 3:00 PM

Lunch 3:00 PM to 4:00 PM

Remote Work from 4:00 PM to 8:00 PM

- 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.

Example: Supervisor Joe understands that Employee Sue's regular job responsibilities are limited and assigns Sue to different responsibilities within her department. Sue regularly conducts in-person trainings but now assists in data entry for the department until her regular job responsibilities become available.

- 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

Example: Employee Jason applies for intermittent FMLA in place of his regular work hours. Jason is approved for four hours of FMLA two times per week in place of his regular work hours.

Example: Employee Jason has 3 kids in school and the school will not open this fall. Jason applies for FMLA as he has to stay home with his kids.

- 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. Professional development and additional 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. Note: all professional development and additional training do not warrant changes to the employee's current compensation package or job title.

Example: Employee Kim cannot perform her regular job responsibilities therefore Supervisor Juan assigns Kim to shadow another employee for one hour each day during her regular work hours.

Example: Employee Kim cannot perform her regular job responsibilities therefore Supervisor Juan assigns Kim to participate in online learning programs during her regular work hours.

- 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.

Example: Employee Lewis cannot perform his regular job responsibilities as a front desk welcome greeter but has a passion for reading. Lewis' supervisor sees there is a need in the library to help organize books. Lewis' supervisor and the library supervisor come into an agreement, which allows Lewis' to participate in the Roll up your Sleeves UH Program and work in the library rather than his regular department.