

# UNIVERSITY of HOUSTON

## HUMAN RESOURCES

Greetings Staff and Managers,

At the University of Houston, we recognize the importance and the need for reimagining our workplace. We believe Alternative Work Arrangements (A.W.A.) can lead to greater job satisfaction, greater productivity, and overall a greater work-life balance for our employees. Starting April 1, 2022, it is our plan to allow employees to request an A.W.A. to their supervisors and/or their respective management, when positions allow for alternative work arrangements.

The [Alternative Work Arrangements \(Interim\) Policy](#) will be effective April 1, 2022 and will include the following:

- Telecommuting/Remote Work (100% off-campus)
- Hybrid Work (some work on-campus and some off-campus)
- Compressed Workweek (ex. 4 ten-hour days a week)
- Alternative Work Schedules (ex. 7a.m. – 4p.m.)
- Temporary Alternate Work Locations (off-campus work on occasion)

In the coming weeks, Human Resources will be sending additional email communications regarding the Alternative Work Arrangements Request Process and the Mandatory Alternative Work Arrangements training. We invite you to visit the [HR Workplace Reimagined](#) webpage for additional information and for ongoing updates to equip you for implementing an A.W.A.

In addition, your professional development will play a key role in your ability to successfully execute an alternative work arrangement, and I encourage you to take advantage of our CATALYST Learning Programs courses. Upcoming courses include, Take Control of Your Productivity, Thriving in a Hybrid Work Environment, and Communicating w/Virtual Teams.

For more information, and to request enrollment in these courses and others visit the [CATALYST Enrollment App](#). For questions regarding CATALYST, please email us, [ulearn@uh.edu](mailto:ulearn@uh.edu).