

**ALTERNATIVE WORK
ARRANGEMENTS
(A.W.A.)**

INFORMATION SESSION

UNIVERSITY of **HOUSTON**

HUMAN RESOURCES

AGENDA

- **ALTERNATIVE WORK ARRANGEMENTS OVERVIEW**
- **WHAT WE'VE DONE SO FAR**
- **TRAINING RESOURCES**
- **WHAT'S NEXT**
- **FREQUENTLY ASKED QUESTIONS**
- **Q&A SESSION**

For more information, visit the Workplace Reimagined Webpage
<https://uh.edu/human-resources/workplace-reimagined/>

ALTERNATIVE WORK ARRANGEMENTS

The University of Houston offers multiple alternative work arrangements to meet the unique needs of our employees.

These options include:

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

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WHAT WE'VE DONE SO FAR...

- ✓ **Alternative Work Arrangements (Interim) Policy Approval**
- ✓ **Workplace Reimagined Webpage**
- ✓ **CATALYST Courses Focused on Hybrid/Remote Work**
- ✓ **Alternative Work Arrangements Training**
 - **A.W.A. Staff Training for Individual Contributors**
 - **A.W.A. Supervisor and Manager Training for Staff Members w/Direct Reports**

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TRAINING RESOURCES

Take Control of Your Productivity – Virtual Edition

Do you have items on your to do list that never seem to come off? Does your calendar start off empty in the morning, but end up full before lunch? Can't remember the last time you didn't have to eat lunch at your desk? Take control of your time, no matter what schedule you work or what location you're at, with techniques and tools from this one hour workshop.

Communicating with Virtual Teams

Participants in this workshop will learn and share best practices for communicating with their hybrid teams, including how to minimize distractions, keep a steady flow of information, and maintain strong relationships in a flexible workplace.

Thriving in a Hybrid Work Environment

Splitting time between a home office and an on-campus office comes with a unique set of challenges. In this one hour workshop, participants will learn strategies to maintain productivity and stability in both environments, and how to transition fluidly between the two.

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WHAT'S NEXT....

- ✓ **A.W.A. Justification Form**
- ✓ **A.W.A. Request Process in P.A.S.S. available March 30th**
- ✓ **Additional Resources added to the Workplace Reimagined Webpage**
 - **Step-by-Step Instructions on How to Request an A.W.A.**
 - **A.W.A. Approval Process Workflows**
 - **Resources Created for Managing Alternative Work Arrangements**

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Justification Form

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A.W.A. Approval Process Workflows

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QUESTIONS?

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