



Colleagues:

Following is important information about our return to campus.

Transitioning/Returning to Campus

- As of , June 1, UWP expects that all non-instructional staff begin transitioning back to campus (those currently working at home).
- Any requests to continue *temporary* COVID-related work arrangements must be developed with an employee's supervisor, approved by HR, and in some cases, approved by the appropriate Vice Chancellor/Cabinet Member.
- Continued use of masks and physical distancing is expected for gatherings or in-person meetings. If a meeting space does not allow six feet of physical distancing, many conference rooms and classrooms are available for safely spaced meetings to help make the personal connection - and improving weather will allow outdoor meetings.
- Additional information regarding Ranger Recovery can be found [here](#).

In the coming weeks, please continue to watch your email for further direction from your division or department. If you have questions on medical accommodation or remote work, please contact Human Resources.

Summer Hours, the Return

I am pleased to announce the return of the flexible summer schedule. Effective June 9, 2021 thru August 6, 2021, Cabinet has approved the option of working a flexible summer schedule! Guidelines are listed below:

1. The core hours of the University are 7:45 am to 4:30 pm, Monday thru Friday. Every department must have coverage during the core hours. Work with your supervisor to determine how your area will be covered.
2. Your position must be conducive to a flexible schedule and approved by your immediate supervisor. If you have questions, speak with your supervisor.
3. A department **cannot** close to support a flexible schedule. Smaller departments/units (departments/units that consist of one or two employees) must ensure phone and email coverage during vacation and other schedule changes.
4. Employees working a modified schedule for the Summer 2021 must agree to work expectations with their supervisors.

Option 1: No change

You are not required to participate in the summer flexible hours program. You may work your normal schedule.

Option 2: Ten Hour Workday

Four 10-hour workdays; one day off during the week (to be determined by employee and supervisor)

- Department/office cannot close during core business hours
- Employee cannot start before 6:45 am. **You cannot start later than 8:00 am**
- Employee must take at least a 30 minute unpaid lunch
- Employee must take all breaks
- Employee may not combine lunch and breaks to come in late or to leave early

Option 3: Four 9-hour workdays, and one 4-hour workday

Four 9-hour workdays, one 4-hour day and a half day off during the week (to be determined by employee and supervisor)

- Department/office cannot close during core business hours
- Employee cannot start before 6:45 am. **You cannot start later than 8 am**
- Employee must take at least a 30 minute unpaid lunch
- Employee must take all breaks
- Employee may not combine lunch and breaks to come in late or to leave early

Option 4 (NEW): Part-Time, *Temporary Telecommuting Hours* –If your job is conducive

Three 8-hour workdays on site; two 8-hour days working from home (to be determined by employee and supervisor/agreement approved by supervisor and HR)

- Department/Office cannot close during core business hours
- Agreement cannot be used as a substitute for [FMLA](#) or other medical/health conditions
- Employee must follow all [telecommuting guidelines](#) and complete a [telecommuting agreement](#)
- Employee must be available by phone, email, or electronic meeting platform
- Employee must take at least a 30 minute unpaid lunch
- Employee must take all breaks
- Employee may not combine lunch and breaks to start late or end early

IMPORTANT NOTE: Due to the July 4th holiday and how you are paid, during the week of July 1 all employees are required to work a normal 8 hour/day schedule. You may go back to a flexible schedule the following week. Also, if you have a scheduled vacation, you must treat the vacation week as a normal work week and record 8-hour work days.

Important Information About Telecommuting

The [Telecommuting Policy](#) enables, but does not require UW System Institutions, to establish telecommuting agreements with employees, when appropriate, to work from an alternative work



site. A telecommuting agreement may be terminated within a 30-day notice should a manager believe the arrangement is no longer working. A few key points to remember:

- A telecommuting agreement/arrangement is not a substitute for FMLA. If you need to take time off to care for a serious health condition, or to care for a spouse, child, or parent, you must apply for FMLA and use any accrued sick, vacation, or personal time that you may have (see bullet point #2 under “Transitioning/Returning to Campus) for *temporary* COVID-related issues).
- If you are requesting to telecommute as a reasonable accommodation as a result of a disability, you must fill out the Request for Accommodation [form](#) and submit it to Human Resources for review and approval.
- Telecommuting outside of the State of Wisconsin is discouraged. Any agreement which may involve an employee working outside of the state requires approval of a Vice Chancellor/Cabinet Member and Chancellor. The approval shall only be granted after consultation with University of Wisconsin System Legal Counsel regarding tax and employment law implications. International telecommuting is prohibited.
- Choosing not to be vaccinated or fear of being exposed to C-19 is not a reason to request a telecommuting agreement. The practice of mask-wearing and social distancing is still recommended.
- If you are telecommuting and are required to attend meetings on site, you will not be reimbursed for travel related expenses, including temporary housing or mileage reimbursement.
- If you are telecommuting, you will be required to be available for meetings and check-ins with your supervisors and/or colleagues during agreed-upon work hours via phone, email, or electronic meeting platform.

Thank you!
The Office of Human Resources