



**Effective:** Fall 2021  
**Last Revised:** Temporary Policy

**Responsible University Office:**  
Equity and Compliance

**Responsible University Administrator:**  
Chief Compliance Officer

**Policy Contact:**  
Lisa Mendoza

## Fall 2021 Temporary Work Arrangements

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### Scope

This policy applies to all employees at the University of Nebraska at Kearney (UNK).

### Policy Statement

Employees eligible to be considered for an alternative work arrangement through the Office of Equity and Compliance due to the COVID-19 pandemic include those individuals who have a health condition that places them at higher risk for serious illness if they should contract COVID -19. The following are examples of health conditions that meet this requirement:

- Cancer
- Chronic kidney disease
- Chronic lung diseases, including COPD (chronic obstructive pulmonary disease), asthma (moderate-to-severe), interstitial lung disease, cystic fibrosis, and pulmonary hypertension
- Diabetes (type 1 or type 2)
- Heart conditions (such as heart failure, coronary artery disease, cardiomyopathies or hypertension)

- Immunocompromised conditions caused by an underlying disease or treatment, such as those arising out of cancer treatments, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
- Liver disease
- Obesity (defined as having a body mass index of 30 or higher)
- Pregnancy

Eligibility also includes:

- Individuals who reside with, or are the primary caregiver for, someone with one or more of the health conditions specified in paragraph above.
- Individuals who reside with, or are the primary caregiver for a child(ren) under the age of 12 who cannot be vaccinated or a child(ren) who is unable to receive the vaccine.

There may be other health conditions or situations that could result in eligibility for an alternative work arrangement.

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## Reason for Policy

UNK is committed to advancing its mission in an environment dominated by a global pandemic. The core values of our mission declare that Learning Matters, the Learning Environment Matters, People Matter, and Responsible Stewardship Matters. We keep these values in front of us as we adapt to a rapidly changing social and economic context during the COVID-19 pandemic.

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## Procedures

1. Employees who want to be considered through the Office of Equity and Compliance for temporary alternative work arrangements, due to the COVID-19 pandemic, based on any of the criteria set forth in the eligibility section of this document, must contact the Office of Equity and Compliance to start the process. Upon receiving the request, the Office of Equity and Compliance will interact with the requesting employee and the employee's supervisors, taking into consideration such factors as the employee's essential job duties and the operational needs of the unit, to determine what alternative work arrangement, if any, will best accommodate the employee's situation. Any health or medical information obtained by the Office of Equity and Compliance as part of this process will be kept confidential to the fullest extent possible and will be disclosed only to the extent permitted under the law and necessary for the facilitation of the interactive process. If the Office of Equity and Compliance determines that the employee is in need of an alternative work arrangement for one of the reasons set forth in the eligibility section of this document and further determines that the employee's position is conducive to an alternative work arrangement, the Office of Equity and Compliance will prepare a work

- arrangement plan that will detail the specifics of, and the work expectations associated with, the alternative work arrangements for Fall 2021. If either the employee or the unit disagrees with the plan prepared by the Office of Equity and Compliance they may request that the Office of Equity and Compliance reconsider or modify the plan.
2. Employees who do not fall within any of the criteria specified within the eligibility section of this document, but who nevertheless would like to be considered for an alternative work arrangement due to the COVID-19 pandemic may submit a request to the Office of Equity and Compliance. Upon receiving such requests, the same process will be followed.
  3. If UNK or the University of Nebraska system should institute policies or guidelines addressing the reduction of personnel on campus, decisions relating to alternative work arrangements will adhere to and support those policies or guidelines. Such decisions also shall adhere to any policies or guidelines that may be developed by the University of Nebraska system relating to alternative work arrangements.
  4. The University reserves the right to modify or cancel any alternative work arrangements at any time based on operational needs, failure of the employee to meet work expectations or responsibilities while on an alternative work arrangement, changes in the health and safety factors associated with the COVID-19 pandemic, budgetary constraints, or other business-related factors. The affected employee shall be given advance, written notice of any such modifications or cancellations.

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## Additional Contacts

<b>Subject</b>	<b>Contact</b>	<b>Phone</b>	<b>Email</b>
<b>Compliance Manager</b>	Lisa Mendoza	308-289-5650	mendozalm2@unk.edu

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## Forms

Please contact Lisa Mendoza, Compliance Manager, at [mendozalm2@unk.edu](mailto:mendozalm2@unk.edu) to request form(s).

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## Related Information

UNK Coronavirus Information: <https://www.unk.edu/coronavirus/>

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## History

This is a temporary policy created to assist UNK employees during the COVID-19 pandemic during Fall 2020.

This policy has been extended through Fall 2021.