



Effective: *Fall 2019*
Last Revised: *Temporary Policy*

Responsible University Office:
Equity and Compliance

Responsible University Administrator:
Chief Compliance Officer

Policy Contact:
Lisa Mendoza

Fall 2020 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 are over the age of 65 or have a health condition that places them at higher risk for serious illness if they should contract COVID -19.

1. The following are examples of health conditions that meet this requirement:
 - a. Chronic lung disease or moderate to severe asthma
 - b. Serious heart conditions
 - c. 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
 - d. Severe obesity (defined as having a body mass index [BMI] of 40 or higher)
 - e. Diabetes

- f. Chronic kidney disease requiring dialysis
 - g. Liver disease
 - h. Pregnancy
 2. Individuals who reside with, or are the primary caregiver for, someone with one or more of the health conditions specified in paragraph above.
 3. There may be other health conditions 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 a new 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.

Procedures

1. Employees who want to be considered through the Office of Equity and Compliance for an alternative work arrangement 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 an Fall 2020 Work Arrangement plan that will detail the specifics of, and the work expectations associated with, the alternative work arrangements for the Fall 2020 semester. 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 for the Fall 2020 academic semester due to the COVID-19 pandemic may submit a request to the Office of

- Equity and Compliance. These may include populations identified by the CDC as people who need extra precautions, including those who are breastfeeding, are experiencing homelessness, are in a racial or ethnic minority group, are in a newly resettled refugee population, or have childcare or senior care obligations that have arisen due to the COVID-19 pandemic. Upon receiving such requests, the same process will be followed.
3. If the position does not allow for the employee to work from an alternative work site, other work arrangements should be considered, such as a flexible work schedule, job sharing and alternative work duties, and reduced schedules.
 4. 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.
 5. 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.

Additional Contacts

<i>Subject</i>	<i>Contact</i>	<i>Phone</i>	<i>Email</i>
Compliance Manager	Lisa Mendoza	308-865-8404	mendozalm2@unk.edu

Forms

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

Related Information

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

History

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