

Transylvania University Alternative Work Arrangements Policy

Purpose

In addition to accommodations provided in accordance with the [Americans with Disabilities Act \(ADA\)](#), Transylvania University provides alternative work arrangements for employees in response to public health emergency guidance when it will enable the performance of the employee's essential functions and when doing so does not create an undue hardship to the university.

Alternate work arrangements can include but are not limited to options such as telecommuting, flexible schedules, reduction in hours, modification of job duties, and change of office or classroom location.

Application

These protocols apply to all faculty and staff employees until further notice.

Procedure

Employees who are requesting alternative work arrangements must complete and submit a request form along with designated supporting documentation to human resources at hr@transy.edu.

- A confidential discussion with human resources is encouraged for employees who are seeking reasonable accommodations.
- If more information is needed, the university may request that you ask your health care provider to confirm your disability and/or the need for the requested alternative work arrangements.
- It is your responsibility to ensure that your health care provider statement or other supporting documentation is returned to human resources.
- You are not required to disclose personal health information to your immediate supervisor regarding the medical basis for a requested alternative work arrangement. Medical records are confidential and maintained in the human resources office only.

Eligibility Guidelines

Level 1 - Employees who might be at increased risk for severe illness as per the [CDC guidelines](#) may request alternative work arrangements including to work and/or teach remotely. These requests will be reviewed and approved by human resources. Documentation from a health care provider stating that the employee might be at increased risk for severe illness is required.

Level 2 - Employees who live with and/or care for family members who are at high risk for contracting COVID 19 as per the [CDC guidelines](#) may request alternative work arrangements. These requests will be reviewed and approved by human resources and the employee's vice

president. Documentation from a health care provider stating that the family member might be at increased risk for severe illness.

Level 3 - Employees who have childcare, elder care, or other situations may also request alternative work arrangements. These requests will be reviewed and approved by human resources, the employee's vice president, and the president. Consistency across roles and departments as well as the job's essential functions will be taken into consideration.

References

Kentucky Healthy at Work <https://govstatus.egov.com/ky-healthy-at-work>

CDC Coronavirus (COVID-19) Recommendations:

Personal: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

Business:

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>

Effective July 8, 2020