

Faculty Flexible Work Process

June 19, 2020

University of the Pacific is committed to delivering a personal education that serves the individual student. The University plans to reopen this fall with classes taught in the HyFlex design of simultaneous in-person and remote classes. Students will be a minimum of six feet apart and all students and faculty will wear face coverings. This plan is critical to retain our students and bring in the fall class.

The CDC has identified a number of risk factors associated with Covid-19, including age of an individual and/or medical vulnerability. The university also recognizes that local school district plans may disrupt the availability of childcare. Some faculty may have disabilities that are relevant to their work.

This interim process is applicable to all faculty and is based on University of the Pacific's Telecommuting Policy. Faculty members with concerns or scheduling requests can request accommodations in the following ways:

1. Health. If you or a loved one with whom you live have a health issue identified by the CDC as making you at greater risk from COVID-19, as explained [here](#), you may request an accommodation through Pacific Human Resources.
2. Age. If you are 65 or older, you may choose to teach remotely if you wish to do so. Please make your request through Pacific Human Resources [here](#). HR will document the request and pass the request to your Dean.
3. Scheduling Conflicts: If you have any specific scheduling conflicts caused by COVID-19, please contact your Dean to see if s/he and you can reach a scheduling accommodation.
4. Other. If you are under age 65 and have no health issues as described in 1 above but wish to teach exclusively online for any other reason, pedagogical or otherwise, please write your Dean detailing the reason and stating your request. Each Dean will transmit all such requests and make recommendations to the Provost, who will make final decisions.

The Deans and the Provost will evaluate the "other" requests in light of the totality of all requests in the department, across the school or college, and the university while also weighing the goal of allowing students to attend the overwhelming majority of classes in person. Requests based on pedagogy will be given greater priority than requests based on preference. Once a request is made, Human Resources will work with the Dean (as appropriate) to make a recommendation which will be discussed with the faculty member and ultimately submitted to the Provost for approval. Final documentation will be placed in the faculty in the faculty member's file.

Medical and age-based concerns should only be shared with HR. Discussion of medical matters between faculty member and Dean/Dean Designee is discouraged. Outside of medical documentation, each arrangement will involve discussion with the Dean of the faculty member's department(s) and must then be approved by the Provost before the flexible and/or remote work arrangement can begin. This review, documentation and discussion can take time to complete, and so faculty should make requests in a way that ensures completion before teaching begins.

Whether flexible or remote work is suitable for a position at any given time is subject to Provost approval at all times. There may be times, at the discretion of the Provost, during the academic year, or during certain projects, when remote work or flexible work arrangements may need to be changed,

paused, or cancelled because of the needs of the unit. Vaccine availability may reduce the need for some arrangements.