



REMOTE WORK

With approval from department chair and/or supervisor, employees may continue to work remotely if their responsibilities allow.

[UNCP COVID-19 Teleworking Guidelines](#)



FLEXIBLE SCHEDULING

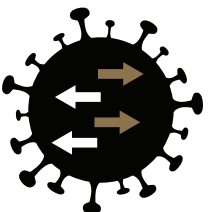
Employees can request a temporary workplace adjustment from department chair and/or supervisor about altering their work start or end times to provide childcare coverage, virtual school assistance or other support.

[UNCP Request for Consideration of Temporary Workplace Adjustment Form](#)



REQUEST REDUCED SCHEDULE

Employees can request from department chair and/or supervisor a reduction in work hours for a period of time. Although this would affect pay and benefits, it may be a good option for your personal circumstances.



ALTERNATIVE WORK ASSIGNMENTS

Employees can request from department chair and/or supervisor potential modification of their job responsibilities—such as not having face-to-face contact—to lower their exposure risk.



REQUEST AN ACCOMMODATION

Employees with medical, religious or other needs should contact the Office of Human Resources to request a reasonable accommodation under the Americans with Disabilities Act (ADA).

[Request for Accommodation Form](#)