



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.



COMMUNITY SERVICE LEAVE—LITERACY, TUTORING & MENTORING

The Office of State Human Resources has approved a variance to the policy that allows employees to use community service leave to tutor and mentor students and/or volunteer in a literacy program. The variance went into effect Aug. 17 and will remain in effect until Dec. 31.



EMPLOYEE ASSISTANCE PROGRAM

The university's Employee Assistance Program (EAP) can provide resources or counseling on personal, financial, legal or family matters. This is confidential and free of charge to employees and their immediate family members.

[ComPsych Employee Assistance Program](#)



OTHER ASSISTANCE

Employees enrolled in any of the supplemental retirement programs may be eligible for COVID-19 loans or hardship distributions due to the federal CARES Act. Employees can visit their carrier's website for more information.

Fidelity: netbenefits.com/unc or 800.343.0860

TIAA: TIAA.org/unc or 855.400.4294

Prudential 401K/457B Plans: NCPlans.prudential.com 866.627.5267