



## Memorandum

TO: USG Staff  
FROM: The Office of Human Resources  
DATE: June 8, 2022  
SUBJECT: Encouraging Summer Flexibility - Guidance for Supervisors

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Dear Colleagues,

As announced by President Pines in his [memo](#) from May 26, the University recognizes and appreciates the hard work of our staff and faculty to meet the unique challenges of the past two academic years. His memo outlines a number of ways increased flexibility can be incorporated into our work-life this summer. We ask that supervisors think creatively about ways to meet both employees' desire for a flexible approach to work, and the unit's operational needs. While these options may not work uniformly for all staff in all units, this communication provides guidance for supervisors of units where greater flexibility is possible.

### **Annual Leave**

Operations permitting, we ask supervisors to make every effort to approve employees' requests to use annual leave this summer. Normal departmental leave procedures still apply. Please know that staff members will only be allowed to carry over 400 hours of annual leave into 2023. **On January 1, 2023, any annual leave balances over 400 hours will be lost.** For those with large annual leave balances, we ask supervisors please make every effort to grant leave through the remainder of the year so employees do not forfeit unused annual leave.

### **Flexible Work Hours**

This option allows employees to select start and end times within a range of hours, typically surrounding core work hours for the unit. For example, employees may be given the option of selecting a start time that works for them as long as they are at work (physically or remotely) between 10 am and 3 pm. Supervisors offering this option should communicate clearly in writing about the range of acceptable workday start and end times and core work hours.

### **Alternate Work Weeks**

With this option, the standard workweek of 40 hours consists of four 10-hour days instead of five 8-hour days. Employees on a 4-10 schedule continue to earn leave according to their FTE,

but when they take leave for a full day, they use 10 hours of leave. For employees on this schedule, supervisors should communicate clearly in writing regarding acceptable work schedules (for example, a supervisor might decide employees may work M-Th but not M, T, W, F). Carefully review timesheets to ensure they reflect the 4-10 schedule.

### **Increased Telework Opportunities for Eligible Positions**

In accordance with existing departmental procedures and guidelines, supervisors may consider expanding telework, either by offering it to employees in eligible positions who are currently not teleworking or by increasing the number of days of telework this summer. Any new arrangements or changes should be formalized by completing a new [Telework Agreement](#). As shared previously, to ensure consistency across UMCP employees, we will be utilizing the University of Maryland (UMD), College Park's telework forms. However, addendums between supervisor and staff member can be attached to a signed UMCP telework agreement outlining the agreed-upon work expectations and conditions on a case by case basis (template attached). The UMCP agreement includes the attachments listed below:

- UMD Telework Agreement (***required***)
- Teleworker Work Schedule (*optional*)
- Teleworker Work Plan (*optional*)
- Workplace Self-Certification Checklist (***required***)
- Addendum (***required - template attached***)

Guidance and best practices regarding employee telework can be found [here](#).

### **Some Best Practices**

Flexibility is not limited to changes in hours or days. Some additional examples include:

- Implement "no meeting Fridays"
- Allow for relaxed summer clothing, as appropriate by position
- Take in-person meetings outdoors, or hold walking meetings
- If you can without impacting customer service, adjust priorities, relax deadlines and/or reduce workloads on one or more days during the week (Friday is usually best for this)
- Consider how telework and flexible hours will impact meeting attendance - you may need to reschedule standing meetings this summer
- Decide how teleworking employees will access files they need
- Ask for periodic feedback from supervisors, co-workers, customers, and employees about how these flexibility option(s) are working; adjust as necessary

### **Additional Resources**

- Bargaining Unit Employees - [Nonexempt and Exempt MOUs](#)

- Non-Bargaining Unit Employees - [USM Policies and Procedures, Section VII Personnel/Human Resources](#)

Please do not hesitate to contact the [Office of Human Resources](#), should you have any questions about this information. We are grateful for your service to USG!

Regards,

Nitshu

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