



Memorandum

To: Texas Tech University Administrators

From: Jodie Billingsley
Assistant Vice President for Human Resources

Date: June 1, 2020

Subject: Phase III Flexible Work Schedule Guidance

During [Phase III – Restricted Operations](#) of the Return to On-Campus Work Operational Phases, flexible work schedules are encouraged to limit the number of faculty and staff on campus and in university buildings at any one time. To determine if a flexible work schedule is appropriate for your department, college, division, or unit during this phase, we have put together a [Phase III Flexible Work Schedule Guidance](#) document. This guidance document is intended to supplement the [May 22, 2020, Return to On-Campus Work](#) memo by providing flexible work schedule recommendations and examples for consideration.

Thank you for your continued partnership as we prepare to phase back to on-campus work. Your hard work and diligence is making our safe return to campus possible.