



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.

TEXAS TECH UNIVERSITY
COVID-19 RETURN TO ON-CAMPUS WORK
PHASE III FLEXIBLE WORK SCHEDULE GUIDANCE

Purpose: During [Phase III – Restricted Operations](#) of the Return to On-Campus Work Operational Phases, flexible work schedules are recommended to limit the number of faculty and staff on campus and in university buildings at any one time. The purpose of this 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.

PHASE III FLEXIBLE WORK SCHEDULE GUIDANCE

Staggered Scheduling:

Consider setting fixed schedule of daily staggered arrival times, lunch times, and departure times for your on-campus employees to limit the number of employees entering and exiting buildings at the same time or waiting in line to access a time clock.

Scheduling Shifts or Working Alternate Days:

If you do not have sufficient space in your on-campus worksite to offer appropriate social distancing, consider how your group might work in two or more shifts to ensure employee safety.

Hybrid Approach by Working Remotely and On-Campus:

To reduce the number of employees on campus at one time, consider implementing a hybrid approach by allowing half of your employees work remotely while the second half works on-campus and then rotate those groups either daily or weekly.

Compressed Work Week:

To reduce the number of employees on campus at one time, consider allowing employees to work four 10-hour days on-campus instead of five 8-hours days. Set a fixed schedule where employees stagger different days off during the 5-day work week. Considerations for the compressed work schedule include:

- Fair Standard Labors Act
- Compliance with [OP 70.06 Employee Working Hours](#) – specifically, non-exempt employees shall report all hours worked within each workweek. At Texas Tech University, a work week is defined as 12:00 am Sunday through 11:59 pm on the following Saturday.

Traffic Flow and Social Distancing:

- To avoid congested spaces, each work area should have designated points of entry and exit.
 - Building support staff will work with campus security, Fire Marshall, and Office of Student Disability Services to identify single points of access for entering and exiting buildings with significant employee populations. These entrances and exits should be designated to minimize crossflow of arriving and departing employees, and to minimize surfaces requiring

frequent cleaning. Use of elevators should be discouraged for anything other than ADA access and deliveries of items that cannot safely be made via a stairway.

- Building support staff will work with Blayne Beal for assistance with college and department signage.
- Each employee should have a minimum of 144 square feet of space for their work area (i.e., 6-foot social distancing). Any exceptions to this space allowance should be noted on the [Return to Work Departmental Approval Form](#) and are subject to approval by the President, Chief of Staff, Provost, VPR, or CFO.
- Employees should avoid gathering in groups of more than 10 people in circumstances that do not readily allow for appropriate social distancing (i.e., the minimum 144-square foot area); however, group size limits are subject to change in accordance with state and local guidelines. Generally, group meetings and conferences should be conducted virtually rather than in-person.