



Human Resources

UNIVERSITY OF COLORADO

DENVER | ANSCHUTZ MEDICAL CAMPUS

Dear CU Denver and CU Anschutz faculty and staff,

I'm writing to let you know about temporary changes to our campus Alternative Work Arrangements Policy regarding providing care for a child or elder while working from home.

The present COVID situation has created personal challenges that affect our community, and none are more critical than balancing day-to-day professional demands with the need to ensure our children and loved ones are safe and cared for. Every faculty and staff member manages – as best they can – an array of challenges that can include finding care for children or elders, which has been made more complicated and magnified by the current COVID situation.

Below is important information on working remotely and managing child or senior care responsibilities.

Our regular campus Alternative Work Arrangements Policy – rolled out this time last year – precludes providing primary care during work hours for a young child or elder and stipulates that a formal care arrangement needs to be in place during work hours. During the current period of working from a remote location in response to needs generated by the COVID-19 pandemic, our campuses are suspending this provision on an interim basis to allow for the flexibility of balancing University work and home care obligations. During this period, care of dependents may occur during regular work hours. Productivity expectations of a regular work week remain unchanged.

Variances to standard work hours should be agreed to by the employee and their supervisor and documented in a memo or email.

- Time and attendance must be tracked as you would during work performed in your regular office, and if eligible for overtime, supervisory approval continues to be required in advance of working any overtime hours.
- Leave during remote work must be requested through MyLeave or whatever system the unit normally uses, and the need for supervisory leave approval is still in effect.

This interim policy will be in effect as long as the COVID-19 pandemic continues to impact operations, and campus leadership deems that remote/alternative work arrangements are required.

If you have questions regarding **specific policies or processes for your unit**, please reach out to the HR Director or business partner for your school or college:

<https://www1.ucdenver.edu/offices/human-resources/human-resources-home/hr-school-and-college-business-partners-listing>.

Sincerely,

Carolyn Brownawell, MBA, CCP

Associate Vice Chancellor & Chief Human Resources Officer

University of Colorado

Denver | Anschutz Medical Campus

09/04/2020

[University of Colorado Denver](#) | [Anschutz Medical Campus](#)
Human Resources | HR.Communications@ucdenver.edu
1380 Lawrence Street, Denver, CO 80204