



USM PROCEDURE ON REQUESTING A TEMPORARY JOB MODIFICATION DURING THE COVID-19 PANDEMIC

(Approved by the Chancellor December 4, 2020)

USM Office of Human Resources
3300 Metzertott Road, 3A
Adelphi, MD 20783-1690
(301) 445-1921 | fax: (301) 445-1970

Email: USMOHR@usmd.edu

I. Purpose

The health and safety of USMO employees during the COVID-19 pandemic will remain paramount when staff begin the gradual transition from mandatory telework to working in USMO offices.

Several employees have expressed concerns about resuming work in the office. Among the concerns are the needs of employees with school-aged children who are learning remotely and need a parent to supervise their virtual school activities. Also, some individuals are concerned about their risk of severe illness if they were to contract COVID-19, based on the risk factors identified by the [Centers for Disease Control](#).

Human Resources has developed a simple process and form that enables a USMO employee to request a temporary job modification when they need additional flexibility due to COVID-19 related circumstances. The temporary job modification may include such measures as a temporary schedule adjustment, continued remote work, or other solutions that are tailored to the employee's circumstances and needs.

II. Procedure for Requesting a Temporary Job Modification

- A. Fill out the form available from the Office of Human Resources and submit to USMOHR@usmd.edu
- B. Depending on the circumstances, the employee may be asked to provide additional documentation to support the request.

APPROVED:

A handwritten signature in blue ink that reads "Jay A. Rerman".

Jay A. Rerman, Chancellor

A handwritten date in blue ink that reads "12/4/20".

Date