

MEMORANDUM

DATE: July 14, 2021

TO: UDC Employees

FROM: Deborah T. Sullivan
Vice President, Office of Human Resources

SUBJECT: Return to Campus - Alternate Work Program

As we prepare for returning to campus in the fall, the University has implemented an Interim Alternate Work Program for employees who may want to [request teleworking](#) or working alternate work schedules for the Fall Term. UDC employees should carefully review the policy, procedures, and required forms posted on the [RISE website](#) and [my.udc.edu](#) under Human Resources. Below are critical points for the return to campus and the Interim Alternate Work Program for Fall 2021:

- UDC employees started a phased return to work on July 6, 2021.
- All employees will report by August 23, 2021. Faculty report on August 16, 2021.
- Employees may participate in the [Alternate Work Program](#) by requesting their supervisor and Cabinet member approval.
- Telework is not guaranteed and is based on the operational needs and services provided by the assigned unit. All telework requests require approval from the manager and Executive Cabinet member.
- If approved, employees may telework for a maximum of two (2) days per week.
- A telework arrangement permits employees to perform their work at an alternate location within the District of Columbia, Maryland, and Virginia (DMV).
- Under extraordinary circumstances, an employee may request a waiver permitting them to reside outside the DMV up to December 31, 2021. By January 1, 2022, employees must reside in the DMV.
- Telework agreements established for the Fall semester may not be changed until the end of the semester.
- Employees should submit [telework requests](#) to their managers no later than August 2, 2021.

Please review the [Interim Alternate Work Program](#) and the [FAQs](#) on the [RISE website](#). If you have questions regarding UDC's Return to Campus and the Interim Alternate Work Program, please email the Office of Human Resources at udchr@udc.edu.