

TEMPORARY WORKPLACE ADJUSTMENTS POLICY FOR COVID-19 RELATED CHILDCARE NEEDS

Curry College's response to the COVID-19 pandemic is designed to sustain our important mission of education and teaching while maintaining the health and safety of our faculty, students and staff. As part of the institutional response to COVID-19, the College is committed to supporting employees with childcare needs during the current COVID-19 public health emergency to the extent possible. For administrative staff seeking childcare-related arrangements, please be advised that the College will continue to assess operational needs to ensure that the College continues to meet student needs and is able to carry out the mission of the institution, and will make decisions in that context.

Administrative staff with childcare needs that may impact the employee's ability to perform work on campus may submit a request for temporary alternative work arrangements through the Office of Human Resources. Administrative staff should submit the Temporary Workplace Relief Request Form to HR for consideration of such request prior to August 14, 2020 so that the division head is able to review all requests to determine staffing levels within offices to meet operational needs.

Human Resources may discuss such requests with the employee's division head and supervisor, prior to issuing a decision on approval of the request. Therefore, any approved alternative workplace arrangements are temporary in nature and subject to change at the discretion of the College.

A need to continue a request for a temporary workplace adjustment due to childcare needs that has been submitted by August 14, 2020 and already approved by the employee's division head on a temporary basis, by specified date or on a month to month basis, must be submitted by the 15th of each month.

POTENTIAL WORKPLACE ADJUSTMENTS

The College will continue to follow the most current information from public health authorities and will update this policy, as needed, in order to maintain workplace safety.

There may be temporary workplace adjustments that can assist employees with childcare needs during the current COVID-19 public health emergency, as described in the College's [Policy on Workplace Safety for COVID-19](#). Those potential changes to the work environment are designed to provide flexible work location or schedule adjustments to meet the needs of employees with competing childcare needs, and may include: telework; or, temporary modification of work schedules. The goal will be to have those potential adjustments meet an employee's needs on a temporary basis while also allowing the employee to effectively perform the duties of the position without negative impacts to College operations or student services.

The College will consider those requests on an individual case-by-case basis. Curry College is under no obligation to provide workplace adjustments.

PROCEDURE

Employees with childcare needs should submit the Temporary Workplace Relief Request Form to HR for consideration of such request.

The completed Temporary Workplace Relief Request Form must be sent to Human Resources in one of the following ways:

- Via email to molly.dequinzio@curry.edu or
- Via fax at 617-333-2330, or
- Via mail to:
Curry College
Human Resources
1071 Blue Hill Avenue
Milton, MA 02186

This information will be kept in the Employee's personnel file.

Please note that Human Resources may discuss such requests with the employee's division head and supervisor, prior to issuing a decision on approval of the request.

STEPS:

1. The employee notifies Human Resources of his/her request for a temporary workplace adjustment due to childcare needs during the current COVID-19 public health emergency.
2. After notification, Human Resources will provide the employee with the Temporary Workplace Relief Request Form to be completed by the employee as explained above.
3. The completed Temporary Workplace Relief Request Form will be reviewed, and information gathered during the consultation process between HR, the division head and the supervisor will be assessed in order to determine whether a temporary workplace adjustment may be granted. Human Resources may contact the employee to request more information for the purpose of assessing the request for the workplace adjustment accommodation.
4. Once a decision is reached, a letter will be sent to the employee notifying them of the College's decision to either grant or deny the temporary workplace adjustment request.

All information submitted will remain confidential and will have no impact on any future employment related decisions.

Curry College will determine the feasibility of the requested temporary workplace adjustment considering various factors that indicate the employee's ability to effectively perform the position's duties and make contributions to the College's operations at the same level as if the employee were present on campus.

Curry College will inform the employee of its decision regarding the temporary workplace adjustment request within a reasonable period of time. The College's decision is final.

CURRY COLLEGE
TEMPORARY WORKPLACE RELIEF REQUEST FORM
TO BE COMPLETED BY THE EMPLOYEE WITH CHILDCARE NEEDS DUE TO COVID-19

EMPLOYEE/APPLICANT NAME: _____

EMAIL: _____

POSITION: _____ DEPARTMENT: _____

SUPERVISOR'S NAME: _____

This is to acknowledge that I am requesting a temporary workplace adjustment. I agree to fully cooperate with the Office of Human Resources in responding to my request, including providing additional information, if needed.

1. Are you requesting a temporary workplace adjustment due to childcare needs that may impact your ability to work on campus?

☐ Yes

☐ No

2. What is the anticipated duration of your childcare-related need?

3. Please identify and describe the temporary workplace adjustment that you are seeking to address your childcare needs at this time. There may be temporary workplace adjustments that can assist employees with childcare needs, as described in the College's [Policy on Workplace Safety for COVID-19](#). Those potential changes to the work environment are designed to provide flexible work location or schedule adjustments to meet the needs of employees with competing childcare needs, and may include telework; or, temporary modification of work schedules. The goal will be to have those potential adjustments meet an employee's needs on a temporary basis while also allowing the employee to effectively perform the position's duties and make contributions to the College's operations at the same level as if the employee were present on campus. Please detail the steps you have taken to identify other available options to eliminate a continued need for the temporary workplace adjustment?

I certify that I have read and reviewed the job description for the position and/or been informed of the essential functions of the job.

I further certify that the foregoing statements are complete, accurate and true to the best of my knowledge and I understand that false or misleading statements may be cause for dismissal.

I further understand that the College is not obligated to provide any specific workplace adjustment that I request, but will evaluate my request in light of all information available in making a determination.

Contents of this request are confidential and will only be shared as needed with the appropriate personnel to consider the implementation of your request. This form will be placed in your employment record file.

If you have questions or concerns, please contact the Vice President of Human Resources at 617-333-2193, or the Human Resources Generalist at 617-333-2263.

Employee/Applicant signature: _____ Date: _____