



HUMAN RESOURCES

The UNIVERSITY of OKLAHOMA
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Helpful Information: Work Flexibility for Parent Employees

As school districts across the state make plans to begin the fall semester, the university knows many faculty and staff are facing the challenge of meeting the demands of their work, while simultaneously assisting their school-age children with online instructional learning. This document summarizes some of the resources currently available to assist faculty and staff facing these demands. **Look for a needs survey that will be sent out later today from DoNotReply. Your response to this survey will help us understand the level of need for childcare assistance on each campus.**

Telecommuting Is Still Encouraged

Telecommuting is still encouraged when the employee and their position meet criteria for remote work, as determined by the supervisor. Supervisors should be flexible with their employees' schedules whenever possible.

As some employees are also helping children who are learning virtually, working during normal office hours may not be feasible. When possible, supervisors are encouraged to allow for remote work during evening, weekend, early morning, or other hours.

Telecommuting information can be found [here](#).

Families First Coronavirus Response Act (FFCRA)

The FFCRA allows for Emergency Family Leave in certain circumstances and Emergency Paid Leave for people affected by COVID-19. The FFCRA provides for:

- Up to two weeks, or up to 80 hours, of Emergency Paid Leave for an employee's own COVID-related event, such as if an employee is quarantined and/or experiencing COVID-19 symptoms and is seeking a medical diagnosis and is not eligible and able to telecommute, or;
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- Up to 80 hours of Emergency Paid Leave at two-thirds the employee's regular rate of pay to care for an individual subject to quarantine, or;
- Up to 80 hours of Emergency Paid Leave at two-thirds the employee's regular rate of pay to **care for a child who is under 18 whose school or child care provider is closed, unavailable, or virtual/hybrid for reasons due to COVID-19.**

In addition, the FFCRA also provides up to 400 hours of Emergency FMLA at two-thirds of the employee's regular rate of pay to **care for a child who is under 18 whose school or child care provider is closed, unavailable, or virtual/hybrid for reasons due to COVID-19.** If the employee has PTO available, the remaining one-third of the employee's regular rate of pay will be drawn from the PTO balance.

Details of the FFCRA can be found [here](#).

Additional Solutions

The university is working to address some of the challenges employees may be facing and has tasked teams to develop solutions. More information will be provided once viable, practical solutions are established. To submit ideas to help employees who are working while a child is learning virtually, please email ohr@ou.edu.

Resources

OU HR's Learning & Organizational Development offers tools to help supervisors and employees with remote working. Click [here](#) for a list of classes. A description of each class can be found by clicking on the title. Please watch your email each week for a listing from HR of classes coming up in the following two weeks.

University leadership understands the last few months have presented employees with unprecedented challenges. It is important to recognize that mental and physical well-being are especially important during a time like this, so making time for self-care and stress management is crucial. Magellan EAP, **OU's Employee Assistance Program**, offers some great information and tools, including virtual therapy services. Click [here](#) for COVID-19 EAP resources.

Flexibility and Patience Are Key

While the university wants to be flexible to the employees' unique situations, it is also still vital the university has staff and faculty on campus at levels sufficient to properly function. Supervisors are encouraged to support employees with resources, solutions, understanding, and compassion.

Questions?

Contact ohr@ou.edu for additional information.

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