

FAU COVID-19 Vulnerable Population Program

Employees who are considered at an increased risk outlined by the CDC or live with someone who is considered at an increased risk by the CDC, can submit an Alternative Work Arrangement Request via Workday. Please visit the CDC to find out what conditions are considered at an increased risk.

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html>

Program Highlights

- Employees need to self-identify and qualify for the program by one of these categories:
 - Age qualification – 65 and over
 - Qualifying underlying medical condition identified by the CDC
 - Living with someone that is over 65 and/or has an underlying medical condition identified by the CDC

- Qualification Documentation
 - Age qualification – For Self – information is already in Workday for someone living in the household (Driver's License or other ID that shows age – Any sensitive info can be covered up)
 - Medical qualification – Can be a note from Licensed Healthcare Professional identifying the employee has one of the increased risk conditions listed by CDC.
 - Where qualification is based on living with a member of the vulnerable population, can be a note from a Licensed Healthcare Professional identifying the party has one of the increased risk conditions listed by CDC.

- Qualifying Process
 - Employee completes Alternative Work Arrangement form in Workday.
 - Select Create Request, and select COVID Alternative Work Arrangement (AWA)
 - It routes to either Human Resources (HR) and/or Office of Equity Inclusion (OEI) depending on the reason selected.
 - Employee provides supporting documentation (medical documentation for self or other vulnerable party at home/under care)

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- Once received and reviewed, employee will receive notification via Workday. If all information was received, employee can apply for the COVID-19 Remote Work Agreement (RWA).
- The supervisor and manager's manager will review to determine if they will be able to accommodate the Remote Work arrangement which may include working partially or fully remote.
- Reasons employees may not meet all qualifications: (This list is not all inclusive)
 - Current job role does not allow for work to be completed remotely.
 - Caregiving duties at home do not afford an environment amenable to performing work.
 - Employee is unable to provide medical documentation supporting either self-identified qualification criteria or that of the party under care.
 - Employee failure to perform alternate work duties as assigned.
 - Other administrative issues.
- Alternative Work Arrangements may be changed at any time for many reasons such as: (This list is not inclusive)
 - CDC lifts special considerations for members of the vulnerable population.
 - Local or University Phase 3
 - Business Needs
- Alternatives to the program
 - [Talent share program](#)
 - [COVID-19 leave](#)
 - Extended Family Medical Leave
 - Emergency Paid Sick Leave
 - Personal leave
 - [COVID-19 leave pool](#)
 - [FMLA](#)
 - EIC Request for [Accommodation](#)

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Information for Supervisors

- When an employee inputs the information into Workday, please verify that you can accommodate the employee's request.
- If the employee is in a position in which working remotely is not an option, then please notify Employee Relations (emprels@fau.edu) to determine next steps. Please do not approve the Alternative Work Arrangement in Workday
- Please note, Workday will send a notification to ALL supervisors that are listed under an employee (even if that job is no longer active). Therefore, if you receive a request and the employee does not currently report to you, please approve it so you do not hold it up in the system.
- Once the Alternative Work Arrangement Agreement is completed in Workday, it will route to Employee Relations for final completion.

To check status of the Agreement in Workday

- In order to see if your agreement has been completed in Workday you can check the status by either by checking your Workday inbox archive or by typing "FAU My Requests" in the Workday search bar. Once selected, it will populate your submitted requests together with their statuses.
- If you have any questions, please reach out to emprels@fau.edu