Employee Guidance

Employees may feel uncertain about returning to work on-site because of COVID-19 related issues. The safety and well-being of everyone in the UW-La Crosse campus community, including faculty and staff, continues to be the top priority as many employees return to on-site work after working remotely. **Please note that every department is different, and the staffing needs of each department will vary depending on the department/work unit needs and specific function.**

This information provides an overview of what to do if you have concerns due to the following situations:

- **Age**
- **Underlying medical condition/disability**
- **Pregnancy or breastfeeding**
- **Caring for a child** – your child’s school is closed for in-person instruction or your child’s daycare provider is unavailable
- **Caring for a family member** – you have a family member who is in a high-risk population, as defined by the Centers for Disease Control and Prevention (CDC)
- **Feeling unsafe in the workplace**

**What to Do:**

<table>
<thead>
<tr>
<th>My concern is related to MY own underlying medical condition:</th>
<th>I have another concern:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact the <a href="https://www.uwlax.edu/human-resources/">FML/Leave Coordinator</a> in Human Resources</td>
<td>Contact your Human Resource Partner</td>
</tr>
<tr>
<td>For information on the Accommodation process, visit: <a href="https://www.uwlax.edu/human-resources/americans-with-disabilities-ada/">https://www.uwlax.edu/human-resources/americans-with-disabilities-ada/</a></td>
<td>To find your HR Partner, visit: <a href="https://www.uwlax.edu/human-resources/about-us/our-people/">https://www.uwlax.edu/human-resources/about-us/our-people/</a></td>
</tr>
</tbody>
</table>

**What happens:**

Every employee concern will be individually evaluated based on duties, the work environment, and work needs.

**If your concern is about your medical condition or disability:**

- Contact the [FML/Leave Coordinator](https://www.uwlax.edu/human-resources/) in Human resources.
- The HR [FML/Leave Coordinator](https://www.uwlax.edu/human-resources/) will work with you to identify your primary concerns.
- Some request may have simple solutions that can be resolved quickly.
• Other request may need more examination. The **FML/Leave Coordinator** will work with you to learn about your needs, job duties, work environment, workplace needs, safety concerns, and possible modifications, alternatives, or solutions.

• The **FML/Leave Coordinator** will know what medical document, if any, is needed.

• Your request may be considered a disability accommodation under the Americans with Disabilities Act or UWL Policy.

• You may qualify for a reasonable accommodation. This is any change or modification to the hiring process, a job, the work environment, or the way things are usually done. It enables a qualified individual with a disability to apply for a job, perform the duties of a job, and enjoy benefits and privileges of employment equal to those without disabilities, without causing significant difficulty or disruption in the workplace or posing a health or safety threat. For more information, visit: [https://www.uwlax.edu/human-resources/americans-with-disabilities-act-ada/](https://www.uwlax.edu/human-resources/americans-with-disabilities-act-ada/)

If your concern is due to feeling unsafe in the workplace or for another reason:

• Let your supervisor or **HR Partner** know about your concern if it is not medically related.

• Your **HR Partner** will work with you to identify your primary concerns. Some requests may have simple solutions that can resolve quickly. Others may need more examination.

• Your supervisor and your **HR Partner** will work with you to learn about your needs, job duties, the work environment, workplace needs, safety concerns, modification, alternatives or solutions.

• Your **HR Partner** may consult with others, such as the Employee Assistance Program, Facilities, Planning & Management, etc. – as appropriate - to determine how to best help you.

• You may qualify for a workplace flexibility. These modifications made for non-medical reasons are not subject to the provisions of the ADA.

Specialized support for medical or disability concerns

**FML/Leave Coordinator**

• The **FML/Leave Coordinator** is a trained and experienced HR professionals who has specialized training in medical or disability related issues.

• The **FML/Leave Coordinator** is designated by their deans or directors to manage accommodation and medical leave requests from employees and to assist managers, supervisors, and employees in their divisions in responding to disability matters in a way that complies with, for example, the Americans with Disabilities Act (ADA).

• Only HR professionals are authorized to request, receive and maintain confidential medical information and records on behalf of units in their divisions.

Reasonable accommodations and workplace flexibilities: all requests

Requests need to be balanced with workplace needs. Some examples of modifications may include:

• Telecommuting – Allow employee to work remotely

• Health and safety measures – Move workspaces, increase distance, create a barrier, adjust time of day when activities are performed, modify work schedules, use gloves or gowns

*Updated July 28, 2020*
- Reassigning duties – Reassign to different work duties
- Use leave - Vacation leave, Family and Medical Leave Act (FMLA), emergency leave. For more information, visit https://www.wisconsin.edu/ohrwd/benefits/leave/.