Employee guidance

Employees may feel uncertain about returning to work on-site because of the constantly changing nature surrounding COVID-19. Campus will continue to closely monitor data, evaluate guidance from the Centers for Disease Control and Prevention (CDC), collaborate with Public Health Madison & Dane County (PHMDC), and regularly consult with campus experts to ensure the safety and well-being of everyone in the UW–Madison community.

Based on the nature of the concern, employees who are concerned about returning to onsite work may have options available to them. The university will work with each employee to understand their concerns and determine if there are options based on the nature of an employee’s concern, their duties, the work environment, and workplace needs.

If your concern is related to your own underlying medical condition/disability:

Disability Accommodation

If your concern is related to your own underlying medical condition/disability, your request may be considered a disability accommodation request under the Americans with Disabilities Act (ADA). A disability accommodation 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 employeedisabilities.wisc.edu.

- Contact your Divisional Disability Representative (DDR). If you have not done this, you will be asked by your divisional HR or supervisor to contact the DDR with your concern. To find your DDR, visit employeedisabilities.wisc.edu/divisional-disability-representatives-ddr.
- The DDR will work with you to identify your primary concerns.
- Some requests may have simple solutions that can be resolved quickly.
- Other requests may need more examination. Your DDR will work with you to learn more about your needs, job duties, work environment, workplace needs, safety concerns, and possible modifications, alternatives or solutions.
- DDRs are experienced HR professionals who have specialized training in medical or disability-related issues and are authorized to request, receive and maintain confidential medical information and records on behalf of units in their divisions.
- The DDR will let you know what medical documentation is needed.
If your concern is due to something other than your own medical condition/disability:

- Contact your supervisor or manager. You may also contact your local Human Resources (HR) contact. To find your local HR contact, visit hr.wisc.edu/contact.

- Your supervisor and your HR contact will work with you to understand your concerns and determine if there are options based on your duties, work environment, and workplace needs.

- Your HR contact may consult with experts such as the Office of Human Resources–Workforce Relations (OHR–WR) and/or department leadership to determine options for addressing your concerns.

- Some possible options may include:

  **Remote Work**

  Remote work may be an option for performing work in some circumstances; however, an on-campus presence for employees is often critical to maintain the highest possible quality of job function or campus service, particularly given UW–Madison is a pre-eminent residential campus where students work and live on or near campus. Visit policy.wisc.edu/library/UW-5087 to learn more about the Remote Work Policy.

  **Workplace Flexibilities**

  Workplace flexibilities allow work to be performed at an off-campus work site on a sporadic basis. Workplace flexibilities do not follow a regular, repeated schedule.

  **Leave Time**

  You may choose to consider using paid or unpaid leave including Family and Medical Leave (FMLA). Visit hr.wisc.edu/benefits/leave for more information.

  **Other Options**

  You may wish to discuss other options, such as reassignment of duties or health and safety measures, with your HR contact.

  If you have questions, please send an email to: covid19hr@ohr.wisc.edu.

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