OCP Fall Plan Staffing Workflow

VACCINE RELATED: if there is an exception or exemption or deferral

A. Employee makes request via NEM by Sept 8.
B. Dept receives committee or Sedgwick decision

If denied, contact OCP-HR

If denied, let employee know of decision

If approved, Dept completes Employee Remote-Ability Self-Assessment. C. Direct manager meets with OCP-HR.

If 100% back in the office: No action needed

If remote or hybrid: A. Complete the following forms:
   1. Flex Work Schedule
   2. Remote Use of University Resources Agreement
   3. Ergo Assessment via MRA
   4. Grad completed forms to OCPflexforms@ucdavis.edu
   5. Complete the Flex Work Agreement via DocuSign

Flexible Work Schedule Roles
   - Initiator – can be anyone as long as they have all the required information
   - Direct Supervisor/Manager
   - Approver 1 – optional, department can decide. Recommendation – next level manager up
   - Approver 2 – optional, department can decide. Recommendation – Unit Head or MAG member

Flexible Work Arrangement Roles
   - Initiator – can be anyone as long as they have all the required information
   - Direct Supervisor/Manager
   - Approver 1 – MAG Member
   - Approver 2 – Flexible Work Liaison, Myrene Abot (mvabot@ucdavis.edu)

1:1 Conversation between employee and direct manager re Fall Plans

Start staffing spreadsheet to visualize your Fall Staffing Plan

If there is a disagreement between direct manager and employee

If direct manager and employee are in agreement

If approved, complete the Temporary Accommodation form AND

If there is an exception or exemption or deferral

A. Employee provides Med Cert to Supervisor
B. Supervisor contacts OCP-HR to review work restrictions.

NON-VACCINE RELATED

If there is a medical accommodation request to work remotely

A. Employee provides Med Cert to Supervisor
B. Supervisor contacts OCP-HR to review work restrictions.

If there is an exception or exemption or deferral

A. Employee completes Employee Remote-Ability Self-Assessment. B. Dept completes Remote-Ability Position Assessment. C. Direct manager meets with OCP-HR.

If approved, complete required forms

If denied, continue with interactive process

If approved, Dept will monitor that the WIs is complying the WIs then proceed with either a remote/hybrid or 100% staffing model

A. Employee completes Employee Remote-Ability Self-Assessment. B. Dept completes Remote-Ability Position Assessment. C. Direct manager meets with OCP-HR.

If denied, complete required forms

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If approved, complete required forms

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