

UUA Staff Full Flex Policy

In the extraordinary time of the COVID-19 pandemic, the UUA recognizes that there are unique needs and pressures, both personal and professional, for its staff. Many staff members are taking care of family members who are affected by the pandemic, including providing direct childcare. The UUA seeks to create a humane, flexible, and sustainable workplace that allows staff members to be productive and responsive to constituents in this time of need. As such, the UUA is implementing a “Full Flex Policy” for the time being, which includes the following elements:

1. **Task-based expectations:** Each staff member should work with their supervisor to set expectations for their work which represent an appropriate number of tasks or projects for a normal work week. Exempt staff do not need to track the number of hours they work. It is expected that during some weeks exempt staff may work less than the number of hours for which they are normally scheduled, and some weeks they may work more. While some staff members still need to have specific availability, such as answering phones and emails during normal business hours, having clear expectations for tasks and projects separate from the amount of time worked will allow you much more flexibility. Staff who are hourly or non-exempt still need to record their hours each day in ADP to comply with labor standards.
2. **Flexible schedule:** Each staff member should work with their supervisor to set a schedule that works best for them and their family. As long as meetings and expected public availability are addressed or balanced within a staff team, staff members can set their preferred work hours at any time on any day, with prior approval from their supervisor. Staff members should clearly communicate their schedule to their team members and other colleagues with whom they work closely.
3. **Flexible hours:** In addition to a flexible schedule, staff members may need to be away from their work for small amounts of time to help care for their family or respond to other needs. Staff are expected to extend one another flexibility about these needs throughout the day, and to communicate with their teams if they need to pause their work for a longer time. If staff members are reducing their work capacity or availability overall and are not able to make up the time at another point in the week, they should use leave time.
4. **Normal business hours:** The normal business hours of the UUA will remain 9:00 a.m. – 5:00 p.m. (Eastern), Monday through Friday, which is when meetings are generally scheduled and when staff are publicly available (given some change based on local time).
5. **General availability:** Under a Full Flex Policy, staff members may work or send e-mails and messages to one another at any hour or on any day based on their schedule. However, staff are generally not expected to be available to respond to phone calls, e-mails, or other requests outside of normal work hours or their set schedule.
6. **Emergency availability:** As emergencies and unexpected situations arise, certain staff may need to be available outside of normal business hours or their set schedule. In

general, the UUA seeks to reduce the expectations for staff members to be available outside these times and to communicate this expectation to our constituents.

7. **Caring for yourself, children, and family members:** Getting work done while balancing responsibilities to care for yourself, children, and other family members can be difficult.

Flexible schedules and hours may be used to make space for caring for family members and for children who are not able to attend school or daycare. We understand your children may be present during work time or when you are on a work call. This is also a critical time to take care of yourself physically, psychologically, and spiritually. Flexible time enables you to attend to self-care such as exercise, meditation, therapy, or errands during normal business hours, or whenever works best for you.

Staff members may use Sick Time or Personal Time to take time off to take care of children or other family members. *Please use Families First Paid Sick Leave first if this need was created by the COVID-19 pandemic.* Personal Time or Vacation Time can be used for self-care needs as appropriate. If staff members are continuously under the equivalent of full-time or regular capacity, they should use leave hours to cover the average difference. For example, if a staff member found they were averaging the equivalent of an hour less of work per day due to childcare obligations, they should use an hour of Sick Time or other leave per day.

8. **Collegiality:** Implementing our Full Flex Policy in practice will take regular communication and consideration between staff as colleagues and teammates. Each staff person is expected to approach the Full Flex Policy with a collaborative spirit to ensure that their peers are also able to get the flexibility they need.

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