

## Frequently Asked Questions: Spring 2021 Alternative Work Arrangement Process

### **Do I need to submit a new request through the COVID-19 UHR website in order to renew my Alternative Work Arrangement (AWA) for spring?**

No, you do not need to submit a new request. You will simply complete the Qualtrics survey that will be issued the week of October 5. In this survey, you will be asked if you intend to renew your AWA for the spring semester in which you will indicate “yes”.

### **Do I need to provide updated medical documentation to renew my AWA for spring?**

No, you do not need to provide updated medical documentation in order to renew your AWA for spring.

### **What happens if I do not complete the survey?**

You must complete the survey if you intend to renew your AWA past 12/31/20. If you do not complete the survey by 12/1/20, your supervisor will be notified that your AWA will not be continued past 12/31/20.

\*Please note that if you are scheduled for teaching duties for winter term or spring semester, you must complete the survey no later than ***Monday, October 12, 2020***.

### **What if I want to renew my AWA but I would like to modify it? What if my supervisor would like to modify my AWA?**

In the Qualtrics surveys, you and your supervisor can indicate if you would like to make changes to your current AWA. If you or your supervisor indicates this, a member of UHR will reach out to you and your supervisor to discuss and finalize those details.

### **What would be a reason to modify a current AWA?**

An employee or a supervisor may want to discuss modifying a current AWA if that employee’s winter term or spring semester job duties make it difficult to continue the AWA in its current form past 12/31/20.

### **What if I do not want to modify my AWA but my supervisor wants to modify it?**

If your supervisor indicates that they would like to modify the current AWA, a member of the COVID HR Support group will reach out to discuss and finalize with both you and your supervisor to determine what, if any changes, may need to be made.

### **What if I do not want to make modifications to the AWA at this time but I would like to make modifications at a later date?**

If you and your supervisor both agree that no modifications are necessary to your current AWA at this time but would like to explore modifications at a future time in the spring semester, you may e-mail the [COVIDHRSupport@iastate.edu](mailto:COVIDHRSupport@iastate.edu) inbox at that time to request a discussion with a member of UHR.

### **I may want to modify the AWA that is in place but I’m not sure if that is appropriate, is there someone I can talk with about this process prior to responding to the survey?**

If you are an employee or a supervisor with an employee that has a current AWA in place and have questions about whether or not a request to modify the AWA is appropriate, please e-mail the [COVIDHRSupport@iastate.edu](mailto:COVIDHRSupport@iastate.edu) inbox and a member of UHR will be in touch with you to discuss.