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## Flexible Workplace Arrangement Requests

1 message

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**Sharon Daniel** <daniels@lanecc.edu>

Tue, May 11, 2021 at 5:24 PM

To: "Daniel, Sharon" <DanielS@lanecc.edu>

Cc: "Turner, Shane" <TurnerMS@lanecc.edu>, "Morales, Heidi" <MoralesH@lanecc.edu>

Bcc: employees@lanecc.edu

*(This communication is being sent to all Lane Community College employees)*

Dear LCC Employees,

First, let me express my sincere thank you for how quickly you all rose to the occasion and continued to support the students and community we serve, as quickly and as seamlessly as possible 14 months ago. I don't believe any one of us thought these conditions would last as long as they have but your flexibility and adaptability is recognized and greatly appreciated.

While we work to increase in-person instruction and support, we anticipate that employees may be faced with challenges that COVID-19 continues to present, in addition to new ones that a return to campus may create. We recognize that a lot of employees may not want, or be able, to return to in-person instruction and service while the COVID-19 public health emergency continues. While we hope to provide some type of flexibility to all employees who make a request, priority must be given to those that have a need under the reasonable accommodation rules of the ADA. In an effort to expedite all requests for flexible workplace arrangements, we've created a process and detailed information on how employees can request a temporary [COVID-19 Flexible Workplace Arrangement](#). This process includes those requests that are directly related to the employees own health condition, as well as those that are more closely related to medical concerns for a household member, issues with school/daycare schedule, etc.

As part of the process, there are two different forms. Employees should complete the one that is most applicable to their individual circumstance.

1. The [Flexible Workplace ADA Accommodation form](#) is to be used by employees who wish to request an ADA accommodation due to their own serious health condition. HR (specifically Heidi Morales and Sharon Daniel) will initially receive these requests and then follow the regular [ADA reasonable accommodation process](#), but in a more expedited format whenever possible. Please review the [COVID-19 Temporary Flexible Workplace Arrangement](#) website for information on the medical documentation that needs to be attached to the [Flexible Workplace ADA Accommodation form](#).
2. The [Flexible Workplace Arrangement Request form](#) is to be used by employees to request a flex-work arrangement that is not related to their own serious health condition, such as the need for schedule flexibility due to a school/daycare schedule, concerns about health risk exposure for other members of the household and/or those who do not necessarily have a serious health condition of their own but have concerns about routine/ongoing public contact. HR (specifically Heidi Morales and Sharon Daniel) will initially receive these requests and will review them to ensure that there is not an ADA accommodation situation. If there is not an ADA accommodation need, the form will be forwarded to the manager for consideration, conversation, and determination. When the flex-work arrangement details have been finalized, the manager will complete their portion of the request form and submit it back to HR for final record keeping.

Since the conditions for ADA accommodation and flexible workplace arrangement requests are constantly changing, there is no specific deadline for these forms or requests; however, employees are encouraged to submit their requests as early as possible. The status of a submitted request can be tracked in [SoftDocs](#) as it moves through the approval process.

Please contact Heidi Morales, me, or Shane Turner if you have any questions.

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**Sharon Daniel**, SPHR, SHRM-SCP

Talent Acquisition and Development Manager

Human Resources

Lane Community College

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Pronouns: she, her, hers

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