

Dear USA Members,

We're writing you in response to the [Flexible Work Update for Staff email from Vice Chancellor Bill Brady](#) that was sent yesterday.

We recognize that as a large and diverse unit, we have members in a variety of circumstances. Some of us have remained on campus through the pandemic, others have already returned to work on campus, and some of us are excited about returning on August 2, with hopes for resuming office work in a safe and healthy environment. Some of us are also interested in continuing—or may simply need to continue—flexible work options for the remainder of the summer and beyond.

We appreciate the willingness of the university to collaborate with USA on the administration of flexible work options, and bargain an agreement to give the USA the same language that is currently in the PSU contract. Please see the attached MOU that USA signed to allow this adjustment to our current flexible language in our contract.

If you're interested in a flexible work option, here's what you should do for this summer and academic year:

- If you have a **medical condition or disability** and feel that a flexible work option is an appropriate accommodation for you, talk to your medical provider and get any necessary supporting documentation, and complete the [Request for Accommodation form](#) to get this process started (you may wish to share this form with your provider to help them understand your needs). [Learn more about the process of obtaining a workplace accommodation.](#) The union can assist members with the accommodations process.
- If you are interested in requesting a flexible work option for the **summer** or continuing your current flexible work option through the remainder of the summer, and you have not already done so, set up a meeting with your supervisor to discuss your request. If you have already submitted a request, even if it was months ago, you should check in with your supervisor to find out when to expect a response. *No form is required for these summer requests though emails to confirm details are recommended.*
- If you are planning to request a flexible work option for the **academic year**, complete and submit the [Flexible Work Arrangement form](#) to your supervisor. **Make sure you keep a copy of your request as a PDF file.**

USA will be putting a formal proposal on main table bargaining for the new contract. We are currently engaged in bargaining now, and it is important to remember that any change to the flexible work options that we currently have, and those we will propose, **must be bargained and agreed to by the USA and the university.**

Finally, **to make sure this interim process is working for everyone, we are collecting information about successful requests for, and unreasonable denials of, flexible and remote work requests by USA members.** If you have submitted a

request for a flexible work option and received an answer (either positive or negative), [please complete this survey to help us see how things are going](#). You need to use your umass.edu account to access the survey. If the link does not work, the URL to put in your browser is <https://forms.gle/CWaZDhh5zF43GzYL9>. In the meantime, if you have any questions, please contact us at [usa@external.umass.edu](mailto:usa@external.umass.edu), or [marsland@umass.edu](mailto:marsland@umass.edu), or [mary.malinowski@umass.edu](mailto:mary.malinowski@umass.edu)

*In Solidarity,*

*Leslie Marsland, President and Mary Malinowski, Vice President*

*Leslie Marsland, President  
University Staff Association  
University of Massachusetts  
108 Hampshire House  
Amherst, MA 01003*