

### **Required Training for Alternative Work Arrangements**

You should have received an email communication on March 11, 2022 regarding our [Workplace Reimagined](#). As stated in that email, starting April 1, 2022, Human Resources is planning to allow staff members to submit requests for Alternative Work Arrangements, when positions allow. Before an employee can request an A.W.A., they must complete the required training for their current role.

#### **Alternative Work Arrangements Training for Individual Contributors**

##### **HH2209 – Alternative Work Policy - Staff**

#### **Alternative Work Arrangements Training for Managers and Supervisors**

##### **HH2208 - Alternative Work Policy – Managers**

To request enrollment, log into P.A.S.S. via [AccessUH](#) and request enrollment for the correct course number (HH2209 for Staff or HH2208 for Managers). The training will be available in TAP the next day for your completion. Review the training in its entirety and complete the quiz to receive credit for the course.

For assistance or questions regarding the training, email us [ulearn@uh.edu](mailto:ulearn@uh.edu).