



UNIVERSITI TEKNOLOGI MALAYSIA

FREQUENTLY ASKED QUESTIONS (FAQ) WORK OPERATIONS AT UNIVERSITI TEKNOLOGI MALAYSIA DURING THE RECOVERY MOVEMENT CONTROL ORDER (RMCO)

BASED ON THE WORK GUIDELINE FOR STAFF POST MCO

APPLICABLE BEGINNING 10TH JUNE 2020

1.0 What is the purpose of this guideline?

This guideline is designed to clarify the procedure for the implementation of work during RMCO which all UTM staffs must obey to, including control measures that must be implemented at all Centre of Responsibility (PTJ) during the execution of work on campus.

2.0 Who could be considered eligible for work from home based on a rotational basis?

The criteria for eligible staffs are as follows:

- i. Having an issue with child care or day care for children under 12 years old;
- ii. Taking care of children with disabilities (OKU) who need ongoing attention and care, or;
- iii. Coping with chronic illness

Eligible staffs are required to fill in the application form and it is subjected to the approval of the Head of Department and the maximum quota of 25 percent for staffs to be working from home.

3.0 How long is the duration for work from home allowed?

All eligible staffs are allowed to work from home until 30th June 2020 (maximum quota of 25 percent) or until 31st July 2020 (maximum quota of 10 percent). The dates are subject to change in accordance with the announcement by the government.

4.0 Is Staggered Working Hours (SWH) still applicable?

Yes. Staffs who work in the office are allowed to opt for SWH following the options approved by the Head of Department, previously.

5.0 Can staff who work from home be called to the office or other location?

The Head of Department, in the interests of service, may direct any eligible staffs to attend the office or other location at a certain time as may be required during office hours.

6.0 Do staffs still need to record attendance while working from home?

Yes. Staff are required to record attendance according to normal working hours (time-in and time-out) using the UTMSmart application. Failing to do so may affect the attendance record and final marks for the Annual Performance Review.

7.0 Do staffs still need to fill in the office attendance form even after getting the instruction to attend office as usual?

For those who are required to attend office as usual, they are **not required** to fill in the Staff Movement Form via MyUTM Portal. However, staffs need to record their attendance using the i-Hadir system.

Staffs who are not included in the rotational attendance schedule yet wish to enter the campus are required to fill in the Staff Movement Form via MyUTM portal or UTMSmart application.

8.0 Do staffs still need to undergo temperature check prior to entering the campus?

Yes. Staffs need to undergo temperature check every time they wish to enter the university compound.

9.0 Are staff allowed to eat in the cafeterias around campus while on duty at the office?

Yes. Staffs are allowed to dine-in at the cafeterias around campus following the stated Standard Operating Procedure (SOP). Nevertheless, staffs are encouraged to opt for take out or take away and consume the food at their own workspace.

10.0 Are staffs allowed to eat in their office pantry?

Staff are **not allowed** to eat in the pantry to avoid gatherings. Accordingly, staff are encouraged to eat only at their own workspace. Office pantry usage is strictly limited to washing food containers purposes only.

11.0 Can the Head of Department increase the quota of staffs attending office to 100 percent?

Yes. The Head of Department is allowed to increase the staff headcount to 100 percent if all staffs are capable to attend and practice social distancing in their workspace.

12.0 Are staffs allowed to exit campus for their lunch break?

No. All staffs are only allowed to get their food in the cafeterias around campus to control the staffs' movement of entering and exiting the campus. However, exiting campus is allowed under certain circumstances.

13.0 Do rest breaks still applicable from 1.00PM to 2.00PM?

Rest breaks have been revised to 12PM until 3PM where staffs will be on a rotational break basis which is subjected to one (1) hour rest break rule. The Head of Department is responsible to prepare rest break schedules for their own staffs.

14.0 Can staffs apply for leave while working from home?

Annual leave facility is effective in accordance with the existing regulations. Leave applications must be approved by the Head of Department.

June 2020

