



**DETAILED WORKING GUIDELINES FOR ALL IIUM
ADMINISTRATIVE & TECHNICAL STAFF
EFFECTIVE 1 JUNE 2020
(IN ORDER TO CURB THE SPREAD OF COVID-19)
*(FOR INTERNAL CIRCULATION)***

This guideline is the extension of the earlier “Guidelines for All IIUM Staff During Conditional Movement Control Order (CMCO) Due to COVID-19” which was released through announcement on 1st May 2020. This guideline is to detail out the working arrangement for all IIUM Administrative and Technical Staff effective 1 June 2020.

Since the classes will resume in June 2020, all centres of studies have to prepare their facilities in accordance with the new norms of working arrangement.

- (1) Arrangement for **working on rotational basis** or working hours among staff is still valid. However, the supervisors shall make sure that all staff are given the timetable / schedule that they have to “Work in the Office” / “[Work on](#)

Campus (WOC)” at least twice a week. This arrangement is to prepare the staff as well as the workplace for the Post-COVID period.

- (2) There are a few options that shall be adopted by the K/C/D/I/Os in assigning staff for the **important and urgent** tasks in order to avoid large crowd in the office:
- Staggered **WOC** schedule for the staff (e.g. some staff can come for the first half of the day – 8.00 am until 12.00 pm, and the others can come in the second half of the day – 1.00 pm until 5.00 pm). **The staff shall continue his or her duties for the other half of the day from home.**
 - Alternate days of working (e.g. staff can take turn to come to the office).
 - Work from home (**WFH**) with clear SoPs.

NOTE: All K/C/D/I/Os may have more than five (5) staff on WOC mode per day, as long as SoPs are well observed.

- (3) Staff who **WFH shall also time in and out from home in HURIS system** during working hours/days, as the attendance record are very important for contact tracing and/or any claims to be made to external parties i.e. PERKESO, insurance agencies, etc. should there be any incidents happened during the official working hours.
- (4) Staff have to fulfill required working hours as stipulated by the University’s policy whether they are WFH or WOC.

- (5) **Supervision** is the responsibility of the immediate supervisor/supervisors and individual staff to ensure that works are fully completed.

FREQUENTLY ASKED QUESTIONS (FAQs)

- (1) What if the staff are unable to perform WOC on the specific days as scheduled by the supervisor?

Answer:

Arrangement of work schedule is the responsibility of the supervisor and the staff may discuss on the suitable days of the week that they can perform WOC.

- (2) Do the staff who have medical reasons have to perform WOC?

Answer:

Yes, staff with medical history but not in critical conditions are still required to perform WOC at least twice a week.

- (3) How if the staff cannot perform WOC at all as scheduled by the supervisor due to invalid/personal reasons?

Answer:

If the staff cannot perform WOC at least twice a week, they have to take annual leave.

- (4) Are the staff allowed to WFH from their hometown or other places than their home?

Answer:

No, they have to WFH at their own home. Those staff who are still at their hometown or other places than their home are required to take annual leave until their return.

- (5) How many hours that the staff need to perform WFH or WOC per day?

Answer:

Working hours will be calculated based on the University's policy on Staggered Working Hours of eight (8) hours per day excluding lunch hour. For example: If the time in is 8.30 am, then the time out will be 5.30 pm.

- (6) What if the staff don't have enough facilities, i.e. WIFI, Laptop, etc. to perform WFH?

Answer:

The staff are required to perform the works at the office / workplace.

- (7) Do the staff need to get authorization letter if they need to perform WOC?

Answer:

Not required. MSD will no longer issue authorization letter. However, OSEM has the authority to stop vehicles with no valid car stickers. Staff who resides permanently in other states i.e. Seremban may request for authorization letter, if required.

- (8) Should the staff time in and time out every day?

Answer:

Yes, all staff are required to time in and time out every day according to their staggered working hours (which must fulfill 8 hours a day).