General

UMP staff resume working in the office in stages following CMCO

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Pekan, 22 May 2020 - Universiti Malaysia Pahang (UMP) will resume its operation in stages at all Responsibility Centres (Pusat Tanggungjawab, PTJ) starting 27 May through three attendance procedures during the Conditional Movement Control Order (CMCO) period.

According to the Registrar cum the UMP Chief Operating Officer, Associate Professor Dr. Mohd Ridzuan Darun, unhealthy staff are advised to self-quarantine and not allowed to come to the office. Still, they need to work from home (WFH).

“There are three procedures, namely Flexible Working Hour (*Waktu Bekerja Fleksi, WBF),* Work From Home (WFH) and Flexible WFH.

“The presence of staff in the office is needed to ensure the operation is not compromised.

“However, staff can consider for WFH and do not need to be in the office during the CMCO period, but must ensure the work is not affected,” he said.

Nonetheless, the staff who are allowed to opt for WFH must comply with the guidelines where they must complete the task within the stipulated time and always ready if they are summoned to the office or other locations during office hours.

“Four groups of staff are allowed to work from home, which are staff with children aged less than 12 years old, disabled children, over the age of 55 years, and with high-risk disease.

“Besides, the flexible WFH involves rotation among the staff that combines the needs at the office and at home, individually or collectively.

“Two categories of flexible WFH are weekly flexible WFH where one can opt for WBF for several days in a week and WFH for the remaining days within the same week.

Staff can opt for daily flexible WFH where one can be allowed to be in the office for a minimum of five hours daily and WFH for the remaining working hours.

“For this category, the staff must come to the office from 8.00 am until at least 1.00 pm on working days and continue with WFH afterwards,” he said.

He also reminded those who opt for WFH to be responsible for completing the task on time, contactable and be ready if summoned to the office at any time.

“Otherwise, if we receive reports from the head of department about misconduct, disciplinary action

may be taken against the staff.

He urged all staff to give commitment and show high productivity and integrity in delivering tasks.

“If they have to be on leave, they must apply for the annual leave as usual.

He added that the staff who attend to work on campus must adhere to the SOP issued by the Ministry of Health (MOH) and National Security Council (NSC) to ensure the safety and wellbeing of everyone.

“Meeting or discussion must be conducted via video conferencing that can maintain the confidentiality during the meeting,” he said.
At present, the organisation of official programmes, conferences, seminars and workshops involving the mass gathering of more than 10 people are prohibited until further notice.

“However, the programmes can be done via video conferencing.

“For customer services, all PTJs must ensure appropriate and proper deliveries without having to be present on site.

“If the presence is inevitable, the PTJ must follow the procedures and control measures.

“This CMCO working procedures apply until the government lifts the CMCO.

“However, staff must comply with the SOPs until further notice to ensure the wellbeing and safety of everyone.

“The university always provides opportunities for staff to enrol in online courses and training,” he said during the online *Forum Pasca*

Mandat Naib Canselor, #kitajagakita: Operasi UMP di Ambang Baharu (UMP Operation in the New Era).
The forum was moderated by the President of the UMP Administrative and Professional Officers Association (PPTI), Mohd Raizalhilmy Mohd Rais.

At the same time, the Centre for Information & Communication Technology (PTMK) is in the transition to move to digital operation management (e-management) to ensure all administrative and operational tasks can be implemented online.

However, technology might be a challenge for staff.

He hoped that all staff be optimistic and embrace the new normal as a transformation to be accepted in daily lives.

He also advised all UMP denizens to remain calm in facing the Covid-19 outbreak and comply with the authorities to break the chain of this disease.

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