Return to Campus Remote Work Guidelines

The University Advancement Leadership Team (UALT) reviewed the recommendations provided from the Return to Campus Committee, which are posted on our UA4U intranet for reference. The central theme of the recommendations was to provide flexibility for staff with remote work options. The target date for all supervisor conversations with their direct reports and documentation/approval of flexible work arrangements is Thursday, September 30, 2021.

The following parameters will guide supervisors and staff on implementation of flexible work arrangements for fiscal year 2021-22. We will review these arrangements annually to ensure that we continue to provide appropriate support and engagement of all Advancement staff and fine-tune the process as we make discoveries along the way. We look forward to working together collaboratively as we navigate through this transition back to campus and what this new normal may look like for UA.

Eligibility

A position *may* be suitable for full-time on-site, part-time remote, intermittent remote, or full-time remote arrangements, as described below. The determination will be informed by the department's and unit's operational needs, the nature of the job function, and the employee's preferences, recognizing that required job responsibilities cannot be unfulfilled simply because a team member does not want to come to campus.

Supervisors will work with their direct reports and department heads to determine what flexible work arrangement could be feasible in the role while considering and coordinating schedules of other staff to ensure appropriate coverage and safety of team members. Central HR has provided factors for consideration when arranging for flexible work schedules. Individuals on performance improvement plans will not be approved for flexible work arrangements.

Fully remote arrangements for employees who don't have public facing or campus relational roles or required in-person responsibilities could be considered.

Flexible Work Arrangements Defined

- **Full-time on-site:** Working on campus, in-person five days a week. Occasional remote work days may be requested as operational needs allow.
- **Part-time remote**: Consistent weekly schedule identifying specific days that will be worked remotely and those that will be in-person.
- **Intermittent remote:** Schedule not tied to *specific* days of the week that will be worked remotely and in-person. This could mean a mostly in-person week balanced with another mostly remote week, or another similar scenario where in-person/remote days vary. This type of schedule may be best tracked on a monthly or quarterly basis.
- **Full-time remote:** Primarily working off campus five days a week, coming to campus to attend in-person meetings only as operationally necessary.

Approvals Required

- One or two days per week part-time remote may be approved by the immediate supervisor after conferring with other supervisors, as needed, to ensure proper coverage and safety of team members.
- Three or four days per week part-time remote must be approved by the department head through the supervisor.
- Intermittent remote arrangement must be approved by the department head through the supervisor.
- Flexible work arrangements where a staff member would work full-time remote must be reviewed by UALT and approved by the vice chancellor.

Logistics and Administrative Considerations

Work expectations will be documented in writing through a flexible work arrangement agreement. UA will create a template outlining expectations of working remotely to avoid misunderstandings. Supervisors and staff will work collaboratively to determine which meetings require in-person attendance. The fall 2021 UA all-staff meeting will be conducted in a hybrid format.

UA will provide necessary equipment at the location where an employee performs the majority of their work (examples: docking station, monitor, keyboard, and mouse). The University will not reimburse remote-working employees for their home internet access or telephone bills. Hot desks/hoteling workstations are being planned as the magnitude of the need becomes clear.

Additional technology in meeting locations is needed to support a hybrid working environment and UA conference rooms will be configured with the same technology to support both in-person and hybrid meetings.

Training sessions will be offered in the late summer/early fall to support working and managing in a flexible work environment.