

**Responsible Office:** Human Resources

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## A. Introduction

The purpose of these guidelines is to help supervisors and employees develop remote work arrangements that are clear, policy compliant, and in the best interest of both the University and the employee. Supervisors are also expected to follow these guidelines when developing and approving remote work arrangements. A **Remote Work Agreement** must be completed before the employee begins a traditional remote work arrangement.

Guidelines on remote work are not intended to serve as a substitute to the interactive process as defined by the Americans with Disabilities Act (ADA). While remote work may be a reasonable accommodation under the ADA, reasonable accommodation requests are separate and distinct from these guidelines and reviewed on a case-by-case basis. Supervisors are expected to work closely with the University Disability Management Consultant during the interactive process.

The opportunity to work remotely is a privilege that may be appropriate for some positions. The remote work arrangement is evaluated on a case-by-case basis, subject to approval at management's sole discretion and does not change the terms and conditions of employment with the University. Selection decisions will be in alignment with the University's policy on **Discrimination, Harassment, and Affirmative Action in the Workplace**.

## B. Definition

Remote work is an arrangement in which the employee performs regularly scheduled work from an alternative worksite for all or part of a workweek. Successful remote work arrangements serve the needs of both the employee and the University.

There are two types of remote work arrangements: (1) traditional remote work arrangements and (2) temporary remote work arrangements.

A traditional remote work arrangement is part of an employee's regular, ongoing schedule, and is established when management follows the guidelines set forth here and determines a remote work arrangement is appropriate. The employee and management must sign a **Remote Work Agreement**. The remote work agreement will be reviewed annually and updated if needed.

A temporary remote work arrangement is short in duration and established in response to a unique event, special work assignment, or other circumstance that justifies a short-term remote work arrangement. The employee and management may agree to a temporary remote work arrangement without the need to sign an agreement.

## C. Conditions

The following conditions must be met to establish a traditional remote work arrangement:

1. Any remote work arrangement requires the **Remote Work Agreement**.
2. The supervisor and the employee must have a clear understanding of what work will be performed and the way it is to be completed.
3. Remote work is not a substitution for child or dependent care. Although an employee's schedule may be modified to complement child or dependent care needs, the focus of the arrangement must remain on maintaining job performance and meeting business demands.

4. If an employee is in a non-exempt position, the supervisor and employee must closely monitor work schedules, meal and rest periods, and time tracking to ensure that overtime policies and other work rules are properly observed. Supervisors seeking remote work for non-exempt positions should work with their assigned Human Resources Business Partner on a case-by-case basis.
5. Employee has an appropriate and safe workspace conducive to performing their duties.
6. A trial period of at least 30 days is to be established. During the trial period, the supervisor and employee must evaluate the effectiveness of the remote work arrangement and whether to extend the agreement.

#### D. Authority

Department authorities (deans, vice chancellors, associate chancellors, chiefs, or their designees) have the authority to approve remote work arrangements.

If more employees request remote work arrangements than a department can reasonably accommodate, the department is expected to respond to requests in accordance with these guidelines, in a way that is fair and equitable to all employees and that supports the requirements and operational needs of the department.

#### E. Implementation Steps

The supervisor is responsible for determining if remote work is a viable option for the employee and the position. If the supervisor determines a traditional remote work arrangement is feasible, the supervisor obtains approval from their department authority. The supervisor then works with the employee to establish the formal written agreement which must then be signed by the department authority.

1. The supervisor will determine if remote work is a viable option for the employee and the position by considering factors including, but not limited to, the following:
  - **Job responsibilities and nature of the work.** The supervisor should determine whether the job responsibilities and nature of the work lend themselves to remote work. For example, jobs that entail working alone or working with equipment that can be kept at the alternate work site may be suitable for remote work. However, jobs that require physical presence at the worksite to perform effectively are normally not suitable for remote work.
  - **Equipment.** The supervisor should determine whether the employee has all the equipment necessary to perform the work remotely, and whether the employee needs specialty equipment to perform their job. Environmental Health and Safety is available as a resource to provide information on a safe and ergonomically sound work environment. All equipment that is to be provided by the University must be approved by the appropriate department approver and be consistent with University purchasing guidelines.
  - **Security.** The alternative worksite must ensure the accessibility and protection of proprietary, private, and sensitive information.
  - **Cost effectiveness.** The supervisor should review any cost savings the department would realize or additional expenses the department would incur because of any agreement.
  - **Scheduling.** The supervisor should consider whether the employee would be available during normal business hours and/or when the department needs to contact the employee.
  - **Space allocation.** Employees on a remote work agreement who perform their duties from a non-University worksite fewer than three days a week should have an assigned workspace at their location. Employees on a remote work agreement who perform their duties from a non-University worksite three or more days a week may have an assigned workspace, or an alternate workspace will be made available to them.
  - **Department workload.** The supervisor should evaluate whether the remote work arrangement would adversely impact the services or workload of the department.
2. After the supervisor determines a traditional remote work arrangement is feasible, the supervisor is responsible for obtaining approval from their department authority.

3. If a traditional remote work arrangement is approved, the employee is responsible for confirming their ability to meet the following requirements:
  - **Security.** Ensuring that University equipment and records are maintained in a safe and secure condition.
  - **Equipment.** University-provided equipment is to use exclusively by the employee and primarily for University business.
  - **Availability.** Being available for contact during the agreed-upon remote work schedule and ensuring that University records are available to the department when requested.
  - **Communication.** Communicating regularly with their supervisor and providing updates as appropriate. The employee must communicate with their supervisor if they experience any issues or challenges while remote work that may interfere with their performance.
  - **Commute.** The employee must be able to report onsite or travel when required. Remote employees who are working outside of the job location at their own convenience are not on travel status as defined in Business and Finance Bulletin G-28, Travel Regulations, as “the period during which a traveler is traveling on official University business outside the vicinity of their headquarters or residence.” If an employee must travel to their job location, that is considered a non-reimbursable commuting expense. Reimbursement for work-related travel should be made from the employee’s job location, not from where the employee’s services are performed (for remote employees, the employee’s home, or other work location).
4. The supervisor works with the employee to complete the **Remote Work Agreement**, obtains signatures, forwards a copy to their local HR professional, and provides a copy to the employee.
5. During the period of remote work, the supervisor and employee are both responsible for:
  - **Equipment.** An inventory of University equipment, including serial numbers or other identifying information, shall be completed before the employee begins remote work, and updated as needed. University equipment must be available for inspection, maintenance, and repair, which may require the employee to bring equipment to their primary work location.
  - **Workplace Injuries.** The employee must immediately report work-related injuries incurred in the alternative worksite, during agreed upon working hours, to their immediate supervisor. Work-related injuries will be handled in the same manner as injuries incurred at the employee’s primary worksite.
  - **Evaluation.** The effectiveness of the remote work arrangement will be periodically evaluated with consideration for employee performance, impact to the office, and employee welfare. Ending or modifying the terms of the arrangement may be required.
6. An employee’s mental health is as important as their physical health. Supervisors should inform employees of available resources on well-being and self-care, including mindfulness practices located at **UCI HR Wellness** and **UCI Employee Assistance Program**.

## F. References

University of California Policies

**Discrimination, Harassment, and Affirmative Action in the Workplace**

**UC Business and Finance Bulletin G-46**

**UC Policy G-28: Travel Regulations**

Represented Employees

See appropriate **collective bargaining agreement**.

Personnel Policies for Staff Members

**PPSM-3: Types of Appointment**

**PPSM-22: Probationary Period**

**PPSM-23: Performance Evaluation**

**PPSM-30: Compensation**  
**PPSM: 2.210: Absence from Work**  
**OSHA Workplace Safety Notice**  
**Workers' Compensation Notice**  
**ADA Americans with Disabilities Act**

UCI Resources

**Remote Work Agreement**  
**UCI HR Wellness**  
**UCI Employee Assistance Program**  
**Future of Work**