

Hybrid/Remote Work FAQs

Please see below some hybrid/remote work parameters to consider, as well as the frequently asked questions supervisors sent to Arts and Science Human Resources.

Employees are expected to be in office at least 3 days per week, but supervisors have the final say on schedules.

Supervisors should make it clear to employees that the expectation is that they are able to work in person if there is an event or meeting they are required to attend, even if only short notice is provided.

Employees are expected to work on campus if a department or unit needs in person coverage due to vacation schedules or illness. Again, employees are expected to be on campus if required, even if short notice is given.

Hybrid schedules are not meant to accommodate child care or elder care issues, or any other personal issues that arise, on a regular basis.

Employees working remotely should ensure their Jabber apps are available on their phones and/or personal computers. Employees working remotely are expected to respond to phone calls and emails as they would if they were on campus.

Frequently Asked Questions:

Question #1:

Are supervisors required to allow employees to work remotely because their position is classified as hybrid eligible?

Answer:

No. Working remotely (up to 2 days per week) is a privilege, not a requirement of the position. Supervisors may determine, based on the operational needs of the department or the performance of the employee, that remote work is not possible.

Question #2:

Does the rule of keeping the same days each week still apply?

Answer:

No, supervisors can manage the days employees come in. It can change week to week, as long as employees are responsive and this works for the operations of the department. However, HR recommends keeping a set schedule of remote days for each employee, and then adjusting if/when necessary to ensure coverage and minimize scheduling issues. If coverage becomes an issue, supervisors may want to keep set days in place.

Question #3:

If the above does not apply, can the Department make this rule?

Answer:

Yes. The department can make this rule. Again, the operational needs of the department are paramount. Telecommuting is a privilege, not a right or guarantee.

Question #4:

Can the Department come up with its own request form to review and approve remote arrangements?

Answer:

Yes, they may. Please feel free to copy/edit the current FAS google form.

Question #5:

Will FAS require its own form to be completed? FAS still need to provide final approval?

Answer:

No. FAS is allowing departments/supervisors to manage their staff and their hybrid schedules. As long as employees are in the office at least 3 days per week and all offices are staffed and open 5 days per week, no prior HR approval is needed. If a unit only has one administrator, that unit should reach out to FAS HR to discuss remote work options.

Question #6:

During registration, employees may need to be in the office four days a week. Once this period passes, a three-day option is possible. Is the hybrid option flexible in this sense?

Answer:

Yes, supervisors have the authority to determine if employees can work remotely either 1 or 2 days per week, based on the operational needs of the department. HR recommends establishing certain times during the semester as times of 4-5 day in person work, if possible.

Question #7:

Would an employee need to know the expected schedule of on-site for the set number of days? Can on-site days change if the work requires it in a given week? How much is the advanced time required?

Answer:

Supervisors should establish schedules as far in advance as feasible, with at least 30 days' notice when possible. If 30 days advance notice is not possible, supervisors should provide notice as soon as possible if requiring employees to work in the office on a day they are usually remote.