

# Telework Guidelines for Professional Staff - Pilot Program

At the College of Built Environments we aim to provide a work environment designed to weave together the needs of an evolving workforce and our values around supporting students, promoting equity for all college employees, and working effectively to advance college goals.

To promote workplace flexibility, all professional staff have the option of working in person with [occasional telework](#) days to be arranged with their supervisor. Occasional telework arrangements are approved on a case-by-case basis, are infrequent, and not regularly scheduled. These occasional telework arrangements should not exceed 3 days per week at any time. If it appears that occasional telework is being requested regularly, such as once every two weeks, then a discussion regarding the appropriateness of a [regular telework](#) day should be had between the employee and their manager. Regular telework arrangements are for ongoing telework and must be supported by a telework agreement that specifies the requirements and details of the arrangement.

**The following outlines the baseline expectations for CBE professional staff employees:**

- The college is open for business Monday-Friday, 8am-5pm Pacific Time and employees should be prepared to work during these hours unless they have a written agreement otherwise.
- Teleworking arrangements will not exceed three days a week.
- Friday is expected to be the primary teleworking day in any regular arrangements.
- All staff should be in person on Wednesdays with the expectation that they will work from 8am-5pm unless they have a written agreement detailing alternative arrangements. Given the importance of collaborating on-site for Wednesdays, telework and alternate arrangements on Wednesdays should be used very sparingly.
- Telework agreements in CBE are **not permanent** and may be adjusted to meet the needs of the College. Telework agreements are to be reviewed quarterly, with our first cycle of reviews occurring in December 2021, March 2022, and June 2022 to determine if adjustments are needed and if they should be continued in the future.
- All telework agreements including updates should be submitted to CBE HR for approval by the ADAA.
- All telework is expected to occur in Washington state. Telework outside Washington state must be pre-approved by CBE HR, the Dean, and/or other UW HR or UW Tax Authority.

## **Setting up a Telework Schedule:**

### **Base criteria for any CBE telework:**

- The individual employee has a plan for teleworking that is likely to be successful for their own work
- Students are not disadvantaged
- There is a clear communication plan for co-workers and students
- The overall functioning of the department or unit is not disadvantaged
- Plan aligns with [UW's Telework Policy](#)

### **Base plus these additional criteria for occasional telework:**

- A pattern of occasional teleworking shows there is no harming the functioning of department or unit
- Equity among employees, no pattern of additional load falling on some employees

### **Base plus these additional criteria for regularly scheduled telework:**

- Performance check-ins are established to ensure productivity of individual remains at expectations
- Unit check-ins to ensure department level work is not affected
- Student feedback and measures of student outcomes are incorporated into decision making

### **Additional Considerations:**

- All regular telework agreements must have Dean's office approval. Occasional telework agreements can be made at the department level at the discretion of the supervisor.
- Managers and employees may find other flexible work arrangements that work better for their departmental needs such as adjusted hours - coming in early, staying late, 4 - 10 days, or a mix of short and long days. Plans that deviate from CBE's standard business hours of 8:00am-5:00pm should be documented in the employee's file and reviewed quarterly.

### **Documentation for any telework:**

- [Telework form](#) must be completed and submitted to CBE HR - for the pilot program, all telework plans must be submitted by **September 1, 2021**. Telework plans submitted after this date may delay the start of an employee's regular telework cycle.
- Changes to a telework agreement such as day changes, working hour changes, location changes, etc. must be submitted to CBE HR prior to the changes going into effect.