

CBE In-Office, Remote and Hybrid Work Arrangements Policy

UW's College of Built Environments (CBE) is committed to maintaining an organizational culture that supports employee flexibility and mobility while also maintaining a healthy, positive, and interactive college culture on-site presence. Promoting a positive work/life balance and reducing our impact on the environment while supporting the commute trip reduction program is imperative to maintaining our competitive advantage and flexible services to our students. As CBE continues the process of establishing safe and productive working parameters for our employees, the following guidelines have been established for in-office and remote work.

Note: The University encourages and allows the use of hybrid and telework arrangements and flexible scheduling within the bounds of good public practice, business operations, and resource limitations. Hybrid and telework arrangements should be incorporated into the continuity of operations plans for each organizational unit. For union employees, please consult your collective bargaining agreement. CBE will remain open to modifying its approach to remote work arrangements while evaluating the efficiency and effectiveness of these arrangements on a regular basis

Please contact the HR department with any questions you may have.

Procedures

Approval of hybrid and telework arrangements is granted at the discretion of an employee's direct supervisor in coordination with CBE-HR. The determination of whether an employee is eligible to participate and is approved for a hybrid or telework arrangement will be made in accordance with this policy and the unit's business or administrative needs. Each employee should work with their manager to determine an appropriate work arrangement. The provisions of this policy do not apply to Academic faculty or classified positions, requests for, or management of workplace accommodations under the Americans with Disabilities Act (ADA), or any other federal, state, or local law regulation. Employees seeking workplace accommodations should contact the disability services office.

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.

Unit Managers are asked to submit unit work arrangements to HR for each of their direct reports on a quarterly cycle August 1, December 1, March 1 and June 1 for the current year.

POLICY:

Work Arrangement Options and Guidelines

Full-Time In-Office

Eligible Employees: UW Staff and Professional staff employee positions that require onsite attendance due to specific requirements as stated in their job description.

CBE recognizes that remote work arrangements are not appropriate for many roles on campus. As such the college is open to exploring alternative work arrangements to allow for flexible work schedules within the traditional onsite Monday - Friday schedule.

Scheduling: Monday - Friday 8:00 am - 5 pm Pacific Time is considered a standard 8 hour a day work week. Variations in arrival and departure times are permitted, but should not alter the total number of hours worked in a work week. Approvals of any variations to daily arrival and departure times are at the manager's discretion.

Safety Guidelines: Staff, academic student employees and student employees are required to follow the UW safety guidelines as they are updated. Including conditions of employment related to COVID-19 . Currently, masks are encouraged, but not required when working onsite.

Transportation Benefits: Beginning July 1, 2022, all personnel who are paid by the University of Washington will be eligible for a fully subsidized U-PASS

Hybrid In-Office/Remote Work

In coordination with CBE-HR, departments have discretion to decide whether an employee in a hybrid or telework eligible position is a candidate for telework. [When evaluating a hybrid or telework request](#), departments will take into account specific position requirements, impact on a team, employee performance concerns, and whether the employee can effectively perform the job duties of the position while working remotely. Additionally, departments must also determine that the proposed arrangement follows applicable regulations, policies, and collective bargaining agreements.

A hybrid or teleworking employee's conditions of employment are the same as those of non-teleworking employees, including compliance with all policies and rules of the University and state while teleworking

Eligible Employees:

Eligible employees include full time and part time professional staff.

Scheduling: Remote work for hybrid agreements will be allowed a maximum of 2 days a week for full time staff and 1 day a week for part time staff. **Wednesday** will be designated as in-person work for all CBE staff as an essential support for CBE culture. Any adjustments to standard hours will need to be communicated to the manager. Requirements for in-person attendance can override regular remote work schedules.

Communication: Remote employees are expected to be available and communicative during scheduled work hours.

Technology:

Employees that are approved to work remotely are responsible for ensuring departmental budget approval relating to technology needs while working remotely. Departments are not obligated to purchase what would not normally be provided if the employee were working onsite. All equipment is required to be screened on campus by IT staff to ensure any technology necessary to perform their work roles is compatible, secure and in good working condition. The department assumes no

responsibility for teleworkers expenses related to internet service, heating, electricity, water, security, insurance and usage of personal residence.

Transportation Benefits: Beginning July 1, 2022, all personnel who are paid by the University of Washington will be eligible for a fully subsidized U-PASS

Telework as a disability accommodation:

In following UW policy telework telework as a [disability accommodation](#) or a [pregnancy accommodation](#) are handled through the accommodation process. Employees should discuss concerns about accommodation-related telework requests with their HR consultant or the [Disability Services Office](#).

Resources: UW's entire Telework policy can be found at:

<https://hr.uw.edu/hybridwork/telework-policies-and-agreements/telework-policy/>

<https://hr.uw.edu/policies/flexwork/>

Documentation for any telework:

[Telework Form](#)

Policy Administration:

Effective Date: October 17, 2022

Date Issued: October 17, 2022