

## **Article XX. Work Location**

### Section 1.

Supervisors are encouraged to give serious consideration to employee requests for flexible schedules for commute trip reduction purposes. Individual requests for flexible scheduling may be approved by the employing official, provided that such scheduling does not interfere with the effective operation of the team and shall be dependent upon operating, business, and customer needs.

### Section 2.

University policy permits employees to telework when the employee's supervisor (or other designated official) evaluates the telework request and approves it.

- A. Telecommuting is a workplace option that allows work to be done at an alternate work site, such as the home, for one or more full or partial days a week. Telecommuting can be considered a means to meet business needs, use office space more efficiently, reduce vehicle and transit trips and costs, and improve employee productivity, morale and retention. Telecommuting can also serve as a way to keep inclement weather from interrupting operations.
  - 1. Long-term Telework: Employees who request to work permanently, for at least four (4) months at a time, remotely.
  - 2. Occasional Telework: Employees who have designated a UW space as their primary work location may still take advantage of occasional telework. Occasional or temporary telework arrangements of up to four (4) months, may be requested.
- B. All requests for long-term and occasional telework will be reviewed and approved by an employee's supervisor so long as the request is not in violation of a written UW policy or a mandatory place of work that is specified in an employee's job description.
- C. Every effort will be made to ensure that all staff will be treated equitably, regardless of telework agreement, in matters such as performance assessment, training, professional development, and advancement.
- D. Employees who choose a long-term telework agreement will be given the option to be provided the following pieces of University-owned equipment by their department, center, or supervisory organization: laptop, headset/headphones/earbuds, up to (2) two monitors, keyboard, mouse, HDMI cables, ergonomically-approved chair, and a sit-stand desk feature.
- E. Employees' work status, job duties, and job description will remain consistent with the on-site employees of the same job classification, except that an employee may be required to make periodic trips to an Employer site for meetings. Employees remain obligated to comply with all of Employer's rules, policies, practices and procedures except as designated in this article. Requests to telework as a disability accommodation

are handled through a separate process. Policies around teleworking will be considered appropriate subjects for Joint Union Management Meetings.

Section 3.

- A. If a job requires the employee to be at a specific primary work location, that location will be made explicit during the recruitment process. Some positions may have a limited set of activities that require attendance at a physical UW location or some other site; such activities will be specified in written job descriptions at the time of recruitment.
- B. If it is necessary to change an employee's work location or to substantially alter an employee's workspace, the affected employee shall be provided no less than six (6) months written notice, or longer, as included in the teleworking agreement.