

Article XX. Telework and 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 21.

University policy permits employees to telework (either occasional, hybrid or fully remote) when the employee's supervisor or other designated official evaluates the telework request and approves it. When evaluating the request, the supervisor must determine that the employee can effectively perform the job duties of the position, or those required by the research project or sponsor, while teleworking.

- 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 occasional, hybrid, ~~and or~~ remote telework require a written telework agreement. Occasional telework requires supervisor approval and written approval; hybrid telework designation requires Unit head (or Unit head designee's) approval and an annually-reviewed telework agreement; a telework designation of Remote requires an annually-reviewed telework agreement approved by the Unit Head. 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, and/or the requirements of the research project or its sponsor. Responsibility for telework equipment will be documented in the written telework agreement.
- 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 may have a domestic work location outside of Washington when they receive advance approval. Approval for out-of-state hiring or for current employees to work out of state is granted by the Dean or Director of the School/College/Unit and must be supported by a compelling policy, critical skill-based, or family health circumstance.
- E. Departments with remote employees are required to reimburse and/or provide the equipment and supplies which they deem necessary to enable remote employees to perform their UW work, in accordance with UW's policies governing reimbursement of business expenses. Upon termination, UW equipment must be returned. 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.
- F. ~~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 ~~23~~.

- A. If a job has been previously designated as suitable or unsuitable for hybrid or remote work, that information will be disclosed to the employee within the job description. 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 substantially alter an employee's workspace, the affected employee shall be provided no less than six (6) ~~four~~ (4) months written notice, or longer, as included in the teleworking agreement. If the University learns of circumstances that will require a work location change with less than four (4) months notice, that information shall be disclosed to the employee within fourteen (14) days of knowing and no later than thirty (30) days before the change goes into effect. If an employee is given notice of a work location change less than 30 days in advance that employee will be given the option to telework until thirty (30) days after the information is disclosed.