

UW Facilities Telework Guidelines – revised as of 8/1/2024

The UW Telework policy emphasizes the unique nature of and value of **the “place”** that is the University of Washington. It specifically prioritizes the in-person engagement of faculty, students and staff on our beautiful campus as important to optimizing the effectiveness of our work in supporting the UW teaching, research, health care and public service mission.

That said, remote work schedules can be highly effective and efficient as related to workforce productivity and environmental sustainability, while providing significant benefit to employee life/work balance, enhancing recruiting and retention and morale of our people. Facilities leadership has been thoughtful in considering how it’s best to implement hybrid work schedules for our employees, carefully reviewing which positions are most appropriate for this approach. This work continues to evolve with lessons learned on the benefits and challenges associated with employee and team work schedules. Accordingly, the following guidelines should be incorporated into leadership decisions regarding the implementation of telework agreements for UWF employees:

- 1) Approval authority for 100% telework agreements remains at the Vice President level. Approval authority for hybrid (i.e. combination of on site and remote work) telework agreements is delegated to Unit Directors, under the *oversight and guidance of AVPs* for whom the unit reports and provided that the employee’s hybrid work schedule includes a ***minimum of one day per week on site.***
 - a. Unit Directors are not authorized to approve hybrid telework agreements for employees beyond August 31, 2025.
 - b. As we continue to evolve and learn lessons regarding the effectiveness and/or challenges associated with employee telework arrangements, those lessons learned will be captured and leveraged to shape further revisions to this guidance.
- 2) The following factors should be considered carefully and thoughtfully when deciding to enter into telework agreements with UWF employees:
 - a. The position duties (classified or pro-staff) must be **suitable for remote telework** without negatively affecting productivity, deliverables and efficiencies. Evaluate the actual job tasks involved, the employee’s level of performance and their capabilities of being responsive with a fully remote or hybrid schedule.
 - For supervisors, managers, directors etc. with responsibility for employees whose work must be accomplished in person/on campus vice remote, it is expected that an appropriate and sufficient amount of their work is planned

to be in-person in order to provide appropriate supervision and support to on-campus staff.

- Evaluate each employee's performance while working remotely during the pandemic as an indicator of each employee's overall productivity in the future.
- Evaluate the extent to which the employee's work is confidential in nature and the extent to which private or quiet space is needed to perform focused work.
- Evaluate the extent to which the effectiveness of the employee's work and working relationships with partners, customers and other stakeholders is served well by active in-person collaboration with them.
 - Evaluate the extent to which the level of remote work negatively impacts the productivity/effectiveness of other employees or the team synergy potential of the greater UW Facilities Team.

b. **The customer comes first:** The expectation for customer facing units is that we plan to default to pre-pandemic in-person standards and fully assess the demand for on-campus support in the future. Prioritize the value of in-person engagement with customers when evaluating the appropriateness of remote work schedules for employees.

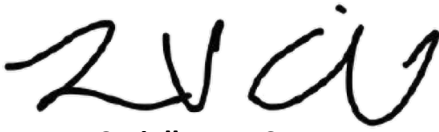
c. **Team cohesiveness and unit culture** must be prioritized. Consider the impact to the broader UWF team when considering the value of remote work schedules for individual employees.

- AVPs and Unit Directors are encouraged to share plans with each other for accommodating employee remote work requests. The more each unit understands what other units are planning, the more effective we will be in striking the best balance and realizing the value of in-person collaboration and remote accommodation for employees.

d. **Scheduling meetings** should be deliberately planned with the relative advantages of in-person engagement vs remote flexibility in mind. Accommodations for optimum inclusion through use of technology tools has great benefit, while time spent in the physical presence of teammates, colleagues, etc., cannot be matched as it relates to building strong relationships and quality of work life.

- 3) If an employee presents a medical reason for a hybrid schedule, direct them to UWF HR to discuss their need for an accommodation. Do not discuss medical issues with the employee.
- 4) 100% Telework (fully remote/living out of state) agreements require VP's signature, in advance of working remotely and/or the employee relocating. Upload the telework agreement to DocSign and route to your AVP, Patti Colaizzo, Barbara Wingerson and Lou Cariello. Hybrid telework agreements must be approved by Unit Directors in advance of

working remotely. The telework agreement templates and UWF/UW Telework/Hybrid policies are found here: <https://facilities.uw.edu/partner-resources/human-resources/leaders-toolkit>

A handwritten signature in black ink, appearing to read 'L. Cariello'.

Lou Cariello, PE, CEM

Vice President of Facilities
University of Washington