

Undergraduate Education Remote Work Policy

October 2022: updated with information about permanent versus flexible office assignments

UC Riverside's campus and facilities are designed to provide world-class research, teaching, and learning opportunities. Physical proximity and face-to-face interactions have a critical role in shaping the nature of these opportunities, and in some cases are necessary conditions for our work. Living and working together in a diverse and vibrant community, with both structured and serendipitous interactions, contributes to the quality of a UCR degree and the desirability of UCR as a workplace.

These principles and practices do not rule out appropriate and well-designed remote work arrangements which have the potential to extend access, enhance opportunities, and improve work products and services. Remote work arrangements, which include hybrid and fully remote options, must be designed to achieve individual job responsibilities (as defined in the job description) and the collective business needs of the department (including a physical staffing presence on-campus, when appropriate), and must not negatively impact our delivery of high-quality services to students, faculty, and staff. The guidelines in this document will assist directors, managers, and supervisors as they work with staff on the implementation of remote work arrangements. These guidelines will be reviewed and updated as needed.

Work Arrangements Defined

- **Full-time on-site:** Working on campus, in-person, five days a week. Occasional remote work days may be requested as operational needs allow.
- **Hybrid-scheduled:** Consistent weekly schedule identifying specific days that will be worked remotely and those that will be on-campus.
- **Hybrid-intermittent:** Schedule is not tied to specific days of the week that will be worked remotely and in-person. For example, mostly in-person week balanced with another mostly remote week as needed by job duties.
- **Full-time remote:** Working off campus five days a week. Coming to campus to attend in-person meetings, training, and professional development only as operationally necessary.

Eligibility

Given the principles and practices described above, work arrangements will be determined foremost by the job responsibilities and the needs of the unit. Employee input also will be considered.

Remote work arrangements are available when:

- The supervisor has determined that the job responsibilities can be performed with sufficient quality from a remote location.
- The supervisor has determined that there are negligible and/or reasonably manageable implications of remote work for other team members and the unit as a whole.
- The supervisor has determined that remote supervision of the employee and their job responsibilities is feasible and appropriate.
- The supervisor has determined that the employee is capable of performing the job responsibilities with sufficient quality while working remotely.
- The employee can maintain a safe and ergonomically sound remote work area.
- The employee can maintain remote connectivity that is of comparable quality to campus connectivity (i.e. a reliable high-speed connection that supports video conferencing and other essential work functions).
- The employee is reachable by phone, text/chat, and email during assigned work hours.
- The department head and unit head (VPDUE) approves of the proposed work arrangement.

Logistics and Administrative Considerations

Remote work expectations must be documented in writing using the telecommuting [agreement](#). This agreement must identify the maximum percentage of time that the job may be performed remotely, as well as any required in-person attendance for specific meetings, trainings, professional development, etc. If there are elements of the job that must be performed in person, these should be clearly defined in the agreement.

UE will provide one set of equipment where an employee performs the majority of their work (e.g., laptop, docking station, monitor, keyboard, and mouse). UE will not reimburse remote-working employees for their

home internet access, telephone bills, or mailing/shipping costs which would normally be covered by the campus if the employee were working on-site.

UE will prioritize “permanent” campus office space for employees working approximately 80% time (4 days per week) or more in-person. For example, permanent space may be a private office, or a cubicle or desk in a shared office, depending on circumstances, that is assigned to a specific employee. When these permanently assigned work spaces are not in use, they may be used by other employees to help improve our space utilization efficiency. For employees working less than approximately 80% time in-person, permanent space will not necessarily be available but “flex” space will be made available for in-person workdays. Use of flex space may require employees to use equipment that is compatible with the space (e.g. PC vs Apple docking stations; standard furniture) and/or manage their tasks consistent with the limitations of the space (e.g. avoiding FERPA-covered discussions in shared spaces; using electronic instead of hard copy documents). Employees using flex space, or working in another employee’s permanently assigned space, will be expected to help keep these areas clean by wiping high-touch surfaces before and after use.

UE will provide a remote ergonomic assessment but will not reimburse employees for home office furniture. The employee will be required to work with UCR Ergonomics to complete a virtual ergonomic assessment and recommendations. The employee will be responsible for expenses associated with home office ergonomic needs.

UE will not reimburse remote work staff for commuting costs associated with required on-campus meetings/events/trainings/etc.

Should a remote worker experience an internet service outage, the employee may be required to come to the office, find an adequate alternative remote office, or take vacation time to account for this off-line time.

Except for positions that were advertised as full-time remote, remote work agreements must include language about the possibility of change dependent upon department and campus needs (allowing for a minimum advance notification to the employee), and must be reviewed at least annually.