

Article XX. **Telework and Work Location**

Section 2.

University policy permits employees to telework (either occasional, hybrid or fully remote) when the employee's supervisor (or other designated official as outlined <https://hr.uw.edu/hybridwork/managing-the-hybrid-workplace/determining-eligibility-for-hybrid-or-remote-work/>) 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. Determinations are at management discretion and should be made thoughtfully, not based on any one factor alone, and reviewed with the employee for any changes or updates at least annually. Determinations should also be made in a consistent, fair and transparent way that prioritizes equity and employee engagement. The denial of a telework request is not subject to Article XX Grievance Procedure.

- 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.
- B. All requests for occasional, hybrid or remote, telework require a written telework agreement. Occasional telework requires written supervisor approval; hybrid telework designation requires Unit Head (or Unit Head designee) approval and an annually-reviewed telework agreement; a telework designation of remote requires an annually-reviewed telework agreement approved by the Unit Head. Remote and/or hybrid work must not conflict with UW policy, 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. The University does not maintain an equipped workspace at a University work site for remote employees whose official work location is their personal residence. 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 work.

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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.¶

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Deleted: <#>Long-term Telework: Employees who request to work permanently, for at least four (4) months at a time, remotely.¶
<#>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.¶

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Deleted: 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.¶
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. ¶

1 in accordance with the University's policies governing reimbursement of business
2 expenses. Upon termination, all Employer issued equipment must be returned.

3 E. Hiring managers are encouraged to discuss telework options, if applicable, with
4 candidates during the interview and hiring process.

5 Section 3. Changes in Telework or work location.

6 A. The Employer will provide employees no less than thirty (30) days' notice of a change in
7 the employee's official work location that is permanent or anticipated to last at least six
8 months, unless the change is for alleged misconduct or an emergency.

9 B. Employees and managers must sign and comply with the requirements of any telework
10 agreement. A telework agreement may be terminated by the department at any time with
11 thirty (30) calendar days' notice, unless it is for alleged misconduct or an emergency, in
12 which case, it may be terminated immediately.

13 C. Telework agreements are meant to be responsive to the changing needs of the
14 workplace, and should be reviewed and updated both as needs change and, at a
15 minimum, annually.

16 D. Employees and supervisors are encouraged to keep an open dialog during work location
17 changes. Nothing in this article prevents employees and supervisors from working
18 together to facilitate changes in work location, including time periods longer than thirty
19 (30) days.

Moved (insertion) [1]

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Deleted: <#>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.¶

Moved up [1]: <#>Hiring managers are encouraged to discuss telework options, if applicable, with candidates during the interview and hiring process.

Deleted: <#>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.¶