

Effective Date Friday, July 2, 2021

Status Final

Policy Type [University](#)

Contact Office [UVA Human Resources](#)

Oversight Executive

Vice President and Chief Human Resources Officer

Applies To

Academic Division University Staff, Classified Staff, and Administrative & Professional Faculty.

Note: Staff in the Claude Moore Health Sciences Library, School of Medicine, and School of Nursing are excluded from this policy as they fall under the Health System's Policy HSG-014: Telework. This policy does not apply to the College at Wise.

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Reason for Policy

Virginia Code §2.2-2817.1 requires each state agency to establish a telecommuting and alternative work policy under which eligible employees may work remotely, participate in alternative work schedules, or both, to the maximum extent possible without diminished employee performance or service. In addition, the University recognizes that flexwork arrangements can offer the ability to meet the University's needs while promoting a positive work/life balance for its staff. HRM-012 combines both initiatives under a comprehensive Workplace Flexibility Policy for Classified Staff, University Staff, and Administrative and Professional Faculty to permit eligible employees to work remotely or to work alternative schedules for all or part of their workweek.

Definition of Terms

[Alternative Work Location](#)

Description

A work arrangement in which supervisors direct or permit employees to perform official University business remotely from approved work sites other than the central workplace.

[Alternative Work Schedule](#)

Description

A work arrangement in which supervisors direct or permit employees to work a schedule that differs from the standard 40-hour workweek schedule particularly with regard to starting and departure time, without altering the total number of hours worked in a workweek. This may include, but is not limited to, flextime, compressed schedules, and rotational or fixed shifts.

Central Workplace

Description The University location where the School or Unit operates.

Flexible Work Options

Description

Management options allowing work from alternative work locations, or on alternative work schedules, or a combination of the two.

Flexwork Agreement

Description

The written agreement, between the unit leader and the employee, which documents the structure and approval of the flexible work option.

Human Resources Management System (HRMS)

Description

The current human resources management system or human resources information system used for tracking and maintaining an electronic record of employee time and attendance, leave, benefits administration, pay details, performance management, and related human resources documentation.

Policy Statement

This policy permits flexibility as to where and when eligible employees perform their work. Work performed remotely from alternative work locations and work performed pursuant to approved alternative work schedules are considered official University business. Therefore, school/unit leadership has the authority to identify the positions eligible for flexible work options and may establish the specific conditions that apply to employees engaged in such work, consistent with their school/unit's needs and in compliance with University policies.

A Flexwork Agreement is highly recommended when normal work assignments will consistently be at an alternative work location or work will be completed on an alternative work schedule. Temporary flexwork arrangements to accommodate unusual circumstances, such as a brief office closing for University renovations, relocations, declared emergencies, and severe weather events do not require a Flexwork Agreement; however, the temporary flexwork arrangement should be documented for departmental files, specifying work expectations and duration.

Ongoing use of flexible work options is based on institutional need and will not be appropriate in all situations or for all employees or employee groups. School/unit leadership retains the decision-making authority to implement

flexible work options in their school/unit and reserves the right to alter or terminate flexible work agreements, providing, if feasible, notice sufficient to allow employees appropriate transition time.

1. **Roles and Responsibilities:**

Employees engaging in a flexible work option are responsible for:

- Discussing the details of the flexible work option request with the direct supervisor or in accordance with local school/unit business processes.
- Preparing the Flexwork Agreement to memorialize the details of the arrangement.
- Communicating regularly with their supervisor.
- Completing work tasks and meeting expectations regardless of work location or schedule.
- Maintaining updated address information in the Human Resources Management System.

School/Unit Leadership is responsible for:

- Determining a flexible work option approval process consistent with School/Unit needs.
- Determining which positions are eligible for flexible work options.
- Executing the Flexwork Agreement as prepared by the employee to document the agreed upon terms of the flexible work option.
- Communicating expectations of performance and productivity.
- Evaluating work performance and productivity for hours worked.
- Allowing the use of flexible work options in a neutral manner and not as a punishment/reward tool.
- Notifying the employee of any change in circumstances that may impact a flexible work option.

UVA Human Resources is responsible for:

- Providing resources including implementation guidelines, manager toolkits, and Flexwork Agreement templates.

2. **Compliance with Policy:**

Failure to comply with the requirements of this policy may result in disciplinary action up to and including termination in accordance with relevant University policies.

Questions about this policy should be directed to [UVA Human Resources](#).

Procedures

[Flexwork Agreement](#)

[Technology Use Agreement](#)

Related Information

[Flexible Work Guidance](#) on the UVA Human Resources website which includes implementation guidelines, manager toolkits, and FAQs.

Health System Policy [HSG-014: Telework](#)

Major Category [Human Resource Management](#)

Next Scheduled Review Monday, July 1, 2024

Supersedes Policy Text

HRM-012: Alternative Work Schedules; HRM-013: Telecommuting from Alternative Work Locations

Approved By President of the University, EVP & Provost, EVP & Chief Operating Officer

Approved Date Thursday, July 1, 2021