HRM-012 University Flexwork Options

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Status Final

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Policy Type University

Contact Office UVA Human Resources

Oversight Executive
Vice President and Chief Human Resources Officer

Applies To Academic Division.

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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 options can offer the ability to meet the University's needs while promoting a positive work/life balance for its staff. Both initiatives are combined into one comprehensive policy to permit eligible employees to work remotely or to work alternative schedules for all or part of the 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, department, or unit operates.

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.

Administrative or Professional General Faculty Members

Description

General Faculty Members whose primary responsibilities (at least 50%) are to provide services to faculty, students, and staff in order to support the institution's primary missions of instruction, research, and public service (see policy HRM-003: Employment of Administrative or Professional General Faculty Members). Effective January 3, 2017, the University no longer hires Administrative or Professional General Faculty Members.

Administrative General Faculty Members who perform work directly related to the management of the educational mission and general activities of the institution, department, or subdivision thereof, and whose position is normally within three reporting steps of the president (e.g., the dean of a school).
Professional General Faculty Members who perform work requiring advanced learning and experience acquired by prolonged formal instruction and/or specialized work experience, normally limited to professional positions serving education, research, medical, student affairs, and other such activities.

Flexwork Options

Description

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

University-Related International Travel

Description

Travel that (1) utilizes University resources; (2) draws on funds disbursed through the University; (3) involves University faculty and staff acting in an academic or professional capacity relevant to the person's area of responsibility, activities (including co-curricular and extracurricular), course of research, teaching, or study at UVA or is undertaken with or organized by any University school/department/unit or other organization, even

when that travel is not for an academic or professional purpose; (4) is required and/or approved by the traveler's department or unit; or (5) is funded by a third party or paid with personal funds, provided the purpose of the travel is related to the individual's position at the University.

University Staff Employees (University Staff)

Description

Those salaried, non-faculty employees hired on or after July 1, 2006, and those salaried non-faculty employees and administrative and professional faculty electing to participate in the UVA Human Resources System established by the Board of Visitors under the authority granted by the *Restructuring Act* and the *Management Agreement*. (The term "University Staff Employee" includes all three categories of University staff employees - Operational & Administrative, Managerial & Professional, and Executive & Senior Administrative.)

Working Time

Description

The hours during which an employee is expected to be performing their University-related job responsibilities.

Policy Statement

This policy permits flexibility as to where and when an eligible employee performs their work if not included in the terms of employment or job classification. This policy pertains to work arrangements in which the eligible employee works the agreed upon schedule at the central workplace and the alternative work location that is less than 100% remote. Positions that are 100% remote work as indicated in the terms of employment or job classification are not subject to this policy except for:

- Notifying the supervisor if planning to move from the current residence.
- Updating their residential address in the Human Resources Management System (HRMS).
- Acknowledging that work outside the U.S. (as noted below) is **prohibited and adhering to this requirement**.

For school/department/unit management that has determined flexwork is appropriate, an eligible employee includes University Staff Employees and Administrative and Professional General Faculty whose position and/or school/department/unit management has determined that flexwork is appropriate.

Excluded from this policy are (1) student workers as they fall under the provost's Wage Authorization and (2) University staff in the Claude Moore Health Sciences Library, School of Medicine, and School of Nursing as they fall under the Health System Policy Telework.

An employee shall use working time to perform the duties of the position for which they were hired. Employees utilizing a flexwork option are considered to be performing official University business.

School/department/unit executive management has the authority to identify the positions eligible for flexwork options and may establish the specific conditions that apply to an employee engaged in such work, consistent with the school/department/unit's needs and in compliance with University policies. The University **prohibits remote work, including flexwork options, outside the United States** (which includes the 48 continental states, Alaska, Hawaii, and the District of Columbia) *except for individuals working on a military installation or at a US consulate*. University-related international travel is not considered flexwork.

A Flexwork Agreement is highly recommended (unless required by school/department/unit executive management) 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 school/department/unit files, specifying work performance expectations, and the duration of the flexwork arrangement.

Ongoing flexwork options are based on institutional or operational needs and will not be appropriate in all situations or for all employees or employment categories. School/department/unit executive management retains the decision-making authority to implement flexwork options and reserves the right to alter or terminate a Flexwork Agreement, providing sufficient notice (a minimum of two weeks' notice is customary) to allow an employee transition time, barring extenuating circumstances.

1. **Roles and Responsibilities:**
   An ***eligible employee*** engaging in a flexwork option is responsible for:

   - Discussing the details of the flexwork option request with the direct supervisor or in accordance with local school/department/unit business processes.
   - If applicable, submitting a written request that includes the rationale for the flexwork option to the supervisor.
   - Communicating regularly with their supervisor including:
     - Notifying the supervisor of:
       - any situation which interferes with the ability to perform their job.
       - their intent to move from the current residence.
     - Confirming that the work location is free from hazards.
     - Notifying the supervisor of any injury incurred during working time.
   - Safeguarding all information, documents, and records in their possession or being used during flexwork in accordance with policy IRM-003: Data Protection of University Information.
   - Completing work tasks and meeting performance expectations regardless of work location or schedule.
   - Maintaining updated address information in the HRMS.

   School/Department/Unit Executive Management is responsible for:

   - Determining a flexwork approval process consistent with school/department/unit needs.
   - Identifying positions eligible for flexwork options and including this in the job description.
   - Allowing the use of flexwork options in an unbiased manner that optimizes operations and supports employee engagement and work life balance.
   - Reviewing and providing a final decision for recommended flexwork options.

   The ***Supervisor*** is responsible for:

   - Reviewing the details of the flexwork option request with the eligible employee.
   - If applicable, preparing, submitting to management for review, and executing the approved Flexwork Agreement that documents the agreed upon terms.
   - If applicable, maintaining a copy of the Flexwork Agreement within the department.
   - Communicating and evaluating work performance and productivity expectations for hours worked.

- Notifying the employee of any change in circumstances that may impact a flexwork option.
- Reevaluating flexwork agreements periodically or as needed.

UVA Human Resources is responsible for:

- Determining flexwork options for University staff in conjunction with appropriate school/department/unit management.
- Assisting a University staff member if the individual believes the flexwork option for the position was inappropriately denied.
- Providing resources including implementation guidelines, manager toolkits, and Flexwork Agreement templates.
- Assisting management to address any performance concerns with the Flexwork Agreement for University staff.

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. In addition, failure to maintain a current address in the HRMS may have tax implications for the employee.

   Direct questions about this policy to UVA Human Resources.

Procedures

For those schools/departments/units opting to use a written Flexwork Agreement, UVA Human Resources has available a Flexwork Agreement Template and a Technology Use Agreement for the employee to complete.

Related Information

Flexible Work Guidance on the UVA Human Resources website which includes implementation guidelines, employee toolkits, and FAQs.
Health System Policy Telework

Major Category Human Resource Management

Next Scheduled Review Tuesday, May 16, 2028

Revision History
Revised 5/16/25.

Supercedes 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