

Frequently Asked Questions about the UAH Remote Work Policy (interim)

Q: Who is eligible to participate in the Remote Work Program?

A: Only Staff members who are regular twelve-month full-time (40-hour) employees who have completed one year of service are eligible for the program. This Policy does NOT affect Faculty members.

Q: What is considered a “Primary Work/Duty Location?”

A: The Primary Work/Duty Location is where a staff member’s office is located. This policy refers to the “Primary Work/Duty Location” as staff members who work on the UAH campus.

Q: If my “Primary Work Location” is not on the UAH campus, does this policy impact me?

A: Generally, no. If your “Primary Work Location” is not on the UAH campus, this policy does not immediately impact you. Employment positions that are established as authorized off-campus positions (i.e., off-site regional admissions recruiters, research personnel working solely on-site and in person at Redstone Arsenal who do not work on-campus at UAH, etc.) are generally not subject to the requirements of this Policy. However, Employees who are assigned to an off-campus position that desire to work remotely (from an Alternative Work Location other than the one they are assigned) must still comply with this Policy.

Q: Who is the final decision maker if I choose to work remotely?

A: Vice Presidents/Deans, in conjunction with Human Resources, shall have the sole discretion (subject to the parameters in this policy) to approve a remote work arrangement for employees in their areas. Remote full arrangements, as described in the policy, must be approved by the President.

Q: What is the difference between “Remote Hybrid” and “Remote Full?”

A: There are two types of remote work options. Remote Hybrid is a work arrangement that authorizes an employee to perform their regular job duties from both an on-campus and an approved off-campus location. Remote Full is a work arrangement for an employee to perform their regular job duties on a continuous basis (100% of the time) from an approved remote work location. Both types of remote work are described within the Policy.

Q: What is an Alternative Work Options Business Plan and will I have to complete it?

A: Each business area must have an updated Alternative Work Options Business Plan in place. The Business Plan ensures continuity of business operations occur in each unit. The unit’s senior management will complete the Business Plan.

Q: I currently have a teleworking agreement in place. Will I need to complete the Remote Work Agreement?

A: Yes, you will need to complete the new Remote Work Agreement. All positions and requests for remote work will be reassessed for compliance with the updated policy.

Q: Will I have to report my performance separately or will the supervisor review my performance outside of my annual review?

A: All staff members with a remote work agreement in place will be reviewed quarterly by their supervisor, in addition to their annual performance review. Supervisors will complete the quarterly report.

Q: Where do I find the Remote Work Policy (interim) and the additional forms?

A: The Policy can be found on the [Policy Page](#). The additional forms can be found on the [Human Resources Forms page](#).