

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

LIMITED REMOTE WORK POLICY

INTERIM

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Division Administration – Human Resources

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Purpose

The University of Alabama in Huntsville is an internationally recognized, comprehensive research-intensive university that produces important discoveries, provides an outstanding education, and serves the workforce needs of Redstone Arsenal, the greater Huntsville area, the state and beyond. Critical to UAH's mission and values is its ability to create and maintain a flourishing and vibrant campus community that promotes openness and collaboration with a spirit of customer service. To that end, while remote work may be an option for performing work in some circumstances, having employees present on campus maintains the highest possible quality of job function and/or customer service while also building connections, facilitating the efficient exchange of information, and integrating new stakeholders into campus culture and operations. The purpose of this policy is to provide guidelines for establishing and managing limited remote work arrangements that promote the mission and values of UAH. However, unless authorized in the limited circumstances described herein, the expectation is that the employees of UAH will work on campus.

Scope

This Policy applies to all regular twelve-month full-time employees (40-hours per week) who have the UAH campus designated as their Primary Work Location but desire to telecommute from an Alternative Work Location on a hybrid or full-time basis. Employment positions that are appropriately 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 not subject to the requirements of this Policy. 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.

Policy

As a student-centered university and academic community featuring a robust campus environment, The University of Alabama in Huntsville's primary mode of delivering exceptional education, research, and service, as well as conducting administrative functions is on-site and in-person. The University also recognizes that under certain limited and generally exceptional circumstances, allowing remote work arrangements may allow the University to meet specific strategic business and operational needs **more** effectively. **Nothing in this policy requires a Vice President/Dean to approve a position or employee for a remote work arrangement.**

Decisions regarding the viability of remote work arrangements should first consider the University's mission and those we serve. Remote work arrangements may be appropriate for

some employees and some jobs, but most of the jobs and employees at UAH are customer focused. A remote work arrangement is not a right of employment and will not be available to all employees. Remote work arrangements will only be offered (generally on an exception basis) in some university divisions where business and operational needs will not be adversely impacted. The University's approach to remote work arrangements will be reviewed annually, and the effectiveness of individual employees working remotely will be evaluated and reported on once per quarter as described herein. The assessments of individual employees working remotely are to be completed quarterly, and are due within fifteen (15) business days following the end of the quarter.

Decision-Making Authority

Vice Presidents and Deans are charged with ensuring the UAH campus remains a student-centered academic community that fosters quality, in-person engagement among faculty, staff, and students. As such, Vice Presidents and Deans should factor this expectation into all decision-making when considering remote work arrangements. 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 without right of appeal by the employee. Vice Presidents and Deans may choose to delegate this authority to a supervisor one level below. Vice Presidents, Deans, or their designees, in consultation with Human Resources, may modify or terminate the remote work arrangements early (before end of the specified term). The employee may also terminate the remote work arrangement, unless it was a condition of employment, with sufficient notice to department leadership.

Employees are required to work a standard schedule at UAH, their Primary Work Location, for a period of one year before they can be considered for a remote work arrangement. Remote work arrangements should be voluntary and always support a level of performance equal or superior to a traditional on-site arrangement – this level of effectiveness must be documented by supervisors in their quarterly assessments. The Vice President's (or Dean's) decision-making authority is final.

Vice Presidents may establish remote work as a condition of employment (i.e., an authorized off-campus position) based on business needs, in consultation with Human Resources (e.g., Regional Admissions Recruiters). Positions that should be appropriately assigned to the UAH campus shall not be designated as off-campus solely to avoid the requirements of this Policy.

Eligibility

Unless otherwise required by law, remote work arrangements are only available for Regular Twelve-Month Full-Time (40 hours per week) Employees who have completed one year of service. Several factors must be used when considering the feasibility of remote work arrangements for staff:

- position's job duties;
- need for in-person, on-campus interaction with administrators, students, faculty, staff, parents, alumni, clients, vendors, agencies, or customers;
- position's ability to be performed independently of others with minimal need for support;
- ability to measure by quantitative and/or qualitative means or results-oriented standards;
- employee's most recent performance review rating of "meets expectations" or higher (a single category rating of below "meets expectations" will be considered as a

- disqualifier for a remote work arrangement);
- employee's conduct;
- remote location allows the employee to report to the office within a reasonable period of time (two hours), if needed;
- supervisor's ability to manage the employee effectively;
- supervisor's ability to ensure the office is adequately staffed and physically open for business during the unit's normal operating hours;
- operational constraints of the unit (e.g., hours, location, equipment/tools, or access to documents, etc.); and
- University and employee's ability to ensure the arrangement can comply with applicable state and federal laws.

Remote Work Arrangements

An Alternative Work Location is an approved work location other than the traditional on-site arrangement (e.g., an employee's home). This adjustment to an employee's Primary Work Location may be either short-term or recurring.

In order to allow remote work arrangements for employees, each department/unit must have an approved Alternative Work Options Business Plan ("Business Plan"). Business Plans must be submitted in accordance with this policy and accompanying procedures and require review and approval by the cognizant vice president or other senior executive official (President, Chief Administrative Officer [CAO], Chief Financial Officer [CFO], etc.). If a unit has employees with Remote Work Agreements, then said unit's Business Plans must be revised, resubmitted, reviewed, and reapproved at least once every two (2) years.

During exigent circumstances where the University or, for example, an off-site location such as Redstone Arsenal where certain employees are primarily located, declare that business operations are reverting to "remote" status, supervisors may allow employees to work remotely in those instances even in the absence of a Business Plan or Remote Work Agreement. However, remote work shall only be allowed under these circumstances during the pendency of the limited "remote" declaration by the University or other authority governing the off-site location.

Positions with regular in-person, on-campus interactions with administrators, students, faculty, staff, and other stakeholders will generally not be eligible for remote work locations. Types of remote work include:

- **Remote Hybrid** - A work arrangement that authorizes an employee to perform their regular job duties from both an on-campus and an approved off-campus location. An employee approved for a Remote Hybrid Arrangement must be able to return to the Primary Work Location within a reasonable time (2 hours) upon notice. An employee approved for a Remote Hybrid arrangement may work a maximum of one day per week remotely. Remote Hybrid workdays shall be limited to Tuesdays, Wednesdays, or Thursdays. Employees must obtain the approval of their supervisor to determine which day of the week will be their designated remote work day and, to the extent possible, this should continue to be their designated remote work day until such time as the Remote Work Agreement is formally reviewed.
- **Remote Full** - A work arrangement approved through the Remote Work Arrangement Review Process that authorizes an employee to perform their regular job duties on a

continuous basis (100% of the time) from an approved remote work location only in situations where mission-critical needs must be met, and other viable options do not exist or are significantly limited. **Remote Full arrangements are expected to be used strategically and generally only in exceptional circumstances. Requests for fully remote work arrangements require special approval from the President.** The duration is until further notice or until the expiration of the agreement. Employees in a remote full status may be required to come to campus for meetings on a regularly scheduled basis, as well as any other times business needs dictate. Employees are to ensure they can be available promptly when such an occasion arises. Vice Presidents, Deans, or their designee, must notify Human Resources when considering an employee for an out-of-state remote full arrangement to assure compliance with applicable laws.

Conditions

1. **Primary Duty Station:** Except where a position has been established and authorized as an off-campus position, each employee will be assigned a primary duty station on the UAH campus. Employees approved for a remote Hybrid work assignment under this policy are expected to be able to report to their primary duty station within a reasonable time (2 hours) when directed due to operational needs and/or changes to or revocation of their Remote Work Agreement.
2. **In-State Requirements:** An employee approved for a remote work arrangement must be able to return to the Primary Work Location within a reasonable time upon notice. An in-state designation applies to employees approved for a remote work location living and working in the state of Alabama.
3. **Out-of-State Remote Limitations:** Out-of-state situations require actions on the part of the University to ensure compliance with state and local laws and regulations for the location in which the individual will be living. Prior approval must be obtained through the out-of-state work location request process for an employee (new hire or current), regular, temporary, and contingent on-call) to work from an out of state location for more than 30 days. No offers to new hires or approvals for current employees should be allowed without this prior approval. HR should be notified of any out-of-state hiring to initiate the Out-of-State Work Location Request process. If not already approved, employees are responsible for notifying their supervisor if they are working out-of-state, and supervisors must then notify their Vice President/Dean and Human Resources so that this policy can be applied and followed. An employee approved to work outside of the state of Alabama will be subject to the laws and regulations of other states with respect to the employer/employee relationship. This includes states/territories that may have different overtime laws, workers compensation, and other laws that govern employment. Therefore, any employee who is approved for an Alternative Work Location will be expected to comply with the laws of the state in which the employee is working.
4. **Travel:** Employees working remotely are not eligible for reimbursement of travel expenses when traveling between their off-site work location and the on-site work location, except where the position has been established as an off-campus position (an example would include some Admissions staff) and travel is explicitly identified for reimbursement.
5. **Performance:** Performance is a key consideration when evaluating a request for a remote work arrangement. For an arrangement to be considered, an employee must meet all performance and conduct expectations for their role, including having a

performance review rating of "meets expectations" or higher on the most recent evaluation (Vice Presidents may consider a single category rating below "meets expectations" as a disqualifier for a remote work arrangement).

6. **Availability:** An employee approved for a remote work arrangement is expected to complete a full day of work (a minimum eight-hour day) and must be available and accessible during the core business hours of 8:15 AM and 4:45 PM) unless other hours appropriate for the role have been agreed upon by the supervisor. Further, an employee approved for a Remote Hybrid Arrangement must be able to return to the Primary Work Location within a reasonable time (2 hours).
7. **Operating Costs:** The University will not be responsible for operating costs, home maintenance, or other costs incurred by the employee in the use of their homes as a remote work location, unless required by law or other applicable regulation. Employees may be afforded accommodations for use within their home under the Americans with Disabilities Act as appropriate. Employees should use University-issued equipment and materials whenever possible. Standard employee fees, insurance premiums, expenses are not adjusted because an employee is working under a remote work arrangement.
8. **Use of Leave:** Employees approved for a remote work arrangement shall request, take, and report leave in accordance with existing UAH policies. Remote work is not a substitute for personal time, and employees may not use work hours to perform personal errands or other non-work-related activities that may interfere with their availability, focus, or job performance. Remote work arrangements are also not intended as a substitute for childcare or dependent care or leave. Employees are expected to plan for child and/or dependent care as needed and as appropriate to be fully present, responsive, and professional during regular business hours.
9. **Computer Use:** Personal computers and other related digital equipment should not be used to *process, transmit, or store restricted or sensitive information* unless the employee is utilizing remote desktop access (RDP) to University-owned equipment through University VPN services. Employees using personal devices to connect to the UAH VPN should have up-to-date antivirus software running on the device. This does not include the use of a) personal mobile devices or tablets when a pin, passcode, fingerprint, or facial recognition is required for access; b) printers; c) fax machines; d) copiers; e) wireless routers.
10. **Use of University Technology Resources:** Employees must follow the University Protection of Data Policy and Security of IT Resources Policy while performing their job duties, regardless of their work location. The same network and security monitoring tools and appliances in use at the University will be used to monitor and protect remote work sessions.
11. **Safeguarding Confidential Information:** Employees must safeguard all confidential University information used or accessed while performing their job duties, regardless of their work location.
12. **Remote Work Agreement:** A Remote Work Agreement is required for an employee approved for a Remote Work Location. The employee:
 - a. must sign a Remote Work Agreement;
 - b. agree to continue to meet the same performance expectations and the University's Standards of Behavior; and
 - c. must maintain work hours, duties, and responsibilities consistent with their role.

Remote Work Agreements are subject to review at any time by the supervisor but, at a minimum, shall be subject to review once per year. An earlier review may be necessary

when there are organizational or supervisory changes. Existing remote work arrangements are subject to this policy upon renewal. Unsatisfactory quarterly reports from a supervisor will also be cause for reviewing the remote work arrangement.

Supervisor/Administrator Oversight and Reporting

Supervisors are required to follow the process outlined herein prior to allowing any employee to engage in remote work.

1. Supervisors who authorize employees to perform duties under a remote work arrangement are responsible for ensuring that such arrangements support the operational needs of the unit and mission of the University.
2. Supervisors must complete mandatory training on managing remote work arrangements, including compliance with University policies, operational oversight, and performance monitoring.
3. Quarterly Reporting Requirements:
 - a. Each supervisor shall submit a Quarterly Remote Work Status Report form to the applicable vice president or other senior executive official (President, CAO, CFO, etc.) within fifteen (15) business days following the end of the quarter.
 - b. Reports are to include information about employees working remotely, the number of approved workdays utilized by each employee during the reporting period, how performance and engagement are measured, and a summary of the supervisor's assessment of performance, engagement, and operational effectiveness for each remote employee during the reporting period.
 - c. These performance reports must be evaluated by the employee's supervisor, and the appropriate vice president. Supervisors should be prepared to furnish supporting documentation upon request from leadership to verify reported information.
4. The applicable vice president or senior executive shall review all quarterly reports and certify that remote work arrangements are appropriately monitored, remain operationally justified, and support institutional effectiveness. The reports must be submitted to Human Resources Department.

Definitions

- **Remote Work Agreement:** The agreement that outlines the remote work arrangement for an individual employee, signed by both employee and Vice President/Dean, or their designee.
- **Remote Work Arrangement Review Process:** The process used by the Vice President/Dean (or designee) and Human Resources to evaluate the feasibility of a remote work arrangement.
- **Alternative Work Location:** An approved work location other than the traditional duty station of an employee (e.g., an employee's home).
- **Primary Work Location:** A traditional work location, usually an on-site space.

Review The Chief Administrative Officer is responsible for the review of this policy every five (5) years or sooner as circumstances require.