



## Interim Remote/Alternative Work Arrangement Guidance

### Introduction

- Interim Remote/Alternative work arrangements, as defined below, which tie to the existing APS 5026, and CU Denver | Anschutz policy 4032, are in response to needs generated by the COVID-19 pandemic and are granted to employees only with the approval of the employee's supervisor, and/or the appointing authority. Remote/Alternative work arrangements do not affect a supervisor's ability to change work expectations or the employee's work schedule. Remote/Alternative work arrangements may be discontinued or modified at any time.
- These arrangements encompass working from a remote location other than the primary worksite. A primary consideration during this period must be whether the employee's duties require on-campus presence to provide service to students, faculty, or staff.
- Some departments will not be able to implement remote/alternative work arrangements due to the work responsibilities, structure, size, or priorities of the department or of individual jobs.
- All remote/alternative work arrangements must be documented via the [Remote Working Registration form](#). If you have previously completed this, you do not need to do so again at this time.
- Of specific note – this policy allows for the flexibility of balancing of University work and home care obligations during this unprecedented time, and allows for the care of dependents concurrently with remote work, however University work expectations and productivity will remain unchanged, and a clear understanding agreed to (preferably in writing and documented) between the supervisor and the employee) of any variances to the standard work hours.
- Additionally, this Interim policy option will be in effect as long as the COVID-19 pandemic continues to impact operations and campus specific leadership deems that remote/alternative work arrangements are required to the greatest extent possible during this time.

### Schedules & Leaves

- The University's standard work hours and schedules apply during this time.
- Time and attendance must be tracked as you would during work performed in your regular office.
- If an employee is eligible for overtime, supervisory approval is required in advance of working any overtime hours.
- Leave during remote work must be requested through MyLeave or whatever system your unit normally uses. Supervisory approval is required.

### Productivity & Timeliness

- Customer service remains a priority for all of our offices and service lines.
- Employees must ensure they are working at the standard level of productivity in a given workweek as they would working from their office, even if providing care or oversight of schooling for a child or care for an elder. This interim policy suspends the necessity to execute a formal FlexPlace Agreement identified in campus policy 4032 which, prior to operational changes necessitated by the pandemic, precludes those activities.
- Retrieve and respond to phone messages and email throughout the day in a prompt and timely manner. Optimally set up JABBER so calls can be received in real time remotely.

### Equipment, Software & Tools

- The University has the right to allow University-owned hard/software to be taken to the home, or to require the use of compatible Employee-owned hard/software. If using university supplied

equipment, data, or supplies, these may only be used for official university business and must be returned to the university at the termination of the remote work/flexplace arrangement or upon request by the university. The employee is responsible for operating costs, home maintenance and any other cost associated with the use of the employee's remote work location. The employee and supervisor must document the use and approval of all University-supplied equipment and supplies and document all equipment and supplies taken from university property via a sign-out sheet.

- The [Office of Information Technology](#) offers instruction on accessing campus resources remotely, as well as best practices for video conferencing, online chats, virtual collaboration and more. Should equipment need to be updated, please refer to OIT resources for standardization recommendations and best practice options.
- The University does not assume liability for loss, damage or wear of personal hardware/software. In the event that equipment fails or malfunctions, the supervisor must be notified immediately to plan for any repair or replacement, and to discuss work assignments. Should you experience delays in equipment repair or replacement, or any other circumstance that prohibits you from working remotely, you may be required to take leave.
- If an accommodation is needed in order to perform the essential functions of your job, please contact the campus [ADA Coordinator](#).
- An ergonomic workspace is as important at a remote worksite as it is in your office. Information on setting up an ergonomic workstation can be found at:
  - <https://www1.ucdenver.edu/human-resources-home/what-you-need-to-know-about-working-remotely/ergonomic-workstation-considerations/Action/Preview>
  - Employees are responsible for independently setting up and maintaining ergonomic remote workstations utilizing the guidance provided.

### **Confidentiality**

- Be aware that some information used in your work, such as that [covered by HIPAA](#), may be deemed confidential by CU Denver | Anschutz, and apply all university-required security safeguards and policies at the same level as in the regular office in order to protect such information from unauthorized disclosure, loss or damage.