

1 **UNITED ACADEMICS PROPOSAL**
2 **Memorandum of Understanding: Remote and Flexible Work Requests**
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4 Bargaining unit members who wish to request a fully remote work assignment will do so by
5 notifying their supervisor as soon as possible of their desire to work remotely. All supervisors
6 must give due consideration to all remote work requests and utilize criteria fairly and equally
7 applied to all bargaining unit members in deciding whether to grant the remote work request or
8 not. If the request is based on any of the criteria listed below, then any denial of that request will
9 be immediately forwarded to the Associate Vice Provost & Senior Director for Employee and
10 Labor Relations for further review.

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12 If an employee does not receive a response from their supervisor within five days, they may
13 forward their request directly to the Associate Vice Provost & Senior Director for Employee and
14 Labor Relations for review.

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16 Criteria requiring appeal to the Associate Vice Provost:

- 17 ● Health, safety, or medical concerns of the employee and/or their family
 - 18 ● Child or family care considerations
 - 19 ● Travel restrictions or barriers preventing in person return
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21 Flexible work arrangements are meant to allow bargaining unit members to effectively perform
22 their work in a non-standard schedule or using a mix of different modalities such as in-person,
23 remote, or online work. No reasonable requests by bargaining unit members for flexible work
24 arrangements that allow an employee to adequately perform their work will be denied unless that
25 employee has been officially designated as essential, or the supervisor otherwise deems the
26 request impossible to fulfill. Any denials of flexible work arrangements will be forwarded to the
27 Associate Vice Provost & Senior Director for Employee and Labor Relations for further review.

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29 If an employee does not receive a response from their supervisor within five days, they may
30 forward their request directly to the Associate Vice Provost & Senior Director for Employee and
31 Labor Relations for review.

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33 When a review of a denial for a remote or flexible work arrangement is initiated, the Associate
34 Vice Provost & Senior Director for Employee and Labor Relations will reach out to the
35 employee and their supervisor within five days of receiving the denial. They will work with the
36 supervisor and bargaining unit member to find a mutually agreeable work arrangement for the
37 employee. If no mutually agreeable arrangement can be found and the remote or flexible work
38 arrangement request remains denied, the reasons for the denial will be reduced to writing and
39 shared with the bargaining unit member. The bargaining unit member may challenge the denial
40 via the grievance process outlined in Article XXII of the Collective Bargaining Agreement,
41 beginning at Step 3.

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43 Bargaining unit members who may qualify for accommodations under the Americans with
44 Disabilities Act should make their request via Equal Opportunity and Access.