

1 **Memorandum of Understanding: Remote and Flexible Work Requests**

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3 Bargaining unit members who wish to request a fully remote or flexible work assignment will do so by  
4 notifying their supervisor as soon as possible of their desire to work remotely. ~~Alls~~ **In deciding whether to**  
5 **grant this kind of the remote work request or not,** supervisors must give due consideration to ~~all remote work~~  
6 ~~requests and utilize criteria in the operational needs of the unit and potential impact to employees providing~~  
7 **comparable work** fairly and equally applied to all bargaining unit members in deciding whether to grant the  
8 ~~remote work request or not.~~ If the request is based on any of the criteria listed below, then any denial of that  
9 request ~~will may~~ be ~~immediately~~ forwarded to the **immediate next-level authority, whether Dean, School**  
10 **Head, or other individual within the supervision line** ~~Associate Vice Provost & Senior Director for~~  
11 ~~Employee and Labor Relations,~~ **or their designee,** for further review.

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13 If an employee does not receive a response from their supervisor within ~~fifteen~~ **(15) business** days, they  
14 may forward their request directly to the **immediate next-level authority, whether Dean, School Head, or**  
15 **other individual within the supervision line,** ~~Associate Vice Provost & Senior Director for Employee and~~  
16 ~~Labor Relations~~ **or their designee,** for review.

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18 Criteria ~~requiring~~ **permitting** appeal to the **immediate next-level authority, whether Dean, School Head, or**  
19 **other individual within the supervision line, or a designee** ~~Associate Vice Provost:~~

- 20 • Health, safety, or medical concerns of the employee ~~and/or their family~~
- 21 • **Health, safety, or medical concerns of the immediate family residing within the household**
- 22 • ~~Child or family care considerations~~
- 23 • **Government-imposed** ~~Travel restrictions or barriers~~ preventing in-person return

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25 **Bargaining unit members who may qualify for a disability accommodations** ~~under the Americans with~~  
26 ~~Disabilities Act~~ **should make their request via Equal Opportunity and Access.**

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28 Flexible work arrangements are meant to allow bargaining unit members to effectively perform their work  
29 in a non-standard schedule or using a mix of different modalities such as in-person, remote, or online work.  
30 ~~No reasonable requests by bargaining unit members for flexible work arrangements that allow an employee~~  
31 ~~to adequately perform their work will be denied unless that employee has been officially designated as~~  
32 ~~essential, or the supervisor otherwise deems the request impossible to fulfill. Any denials of flexible work~~  
33 ~~arrangements will be forwarded to the Associate Vice Provost & Senior Director for Employee and Labor~~  
34 ~~Relations for further review.~~

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

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40 When a review of a denial for a remote or flexible work arrangement is initiated, the ~~Associate Vice Provost~~  
41 ~~& Senior Director for Employee and Labor Relations~~ **immediate next-level authority, whether Dean, School**  
42 **Head, or other individual, or their designee,** will reach out to the employee and their supervisor ~~within five~~  
43 ~~days of receiving the denial. They will work with the supervisor and bargaining unit member to~~ **identify**  
44 **whether** ~~find~~ a mutually agreeable work arrangement **has been explored** ~~for the employee.~~ If no mutually  
45 agreeable arrangement can be found and the remote or flexible work arrangement request remains denied,  
46 ~~the reasons for the denial will be reduced to writing and shared with the bargaining unit member. The~~  
47 ~~bargaining unit member may challenge the denial via the grievance process outlined in Article XXII of the~~  
48 ~~Collective Bargaining Agreement, beginning at Step 3.~~

49  
50 ~~Bargaining unit members who may qualify for accommodations under the Americans with Disabilities Act~~

University presented on July 20, 2021

51 ~~should make their request via Equal Opportunity and Access.~~

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53 This Memorandum of Understanding represents the joint agreement between the Parties and will remain in  
54 effect through the Fall 2021 term, unless an employee and supervisor mutually agree to a longer agreement  
55 during Academic Year 2021-22.