

August 25, 2021

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Memorandum of Understanding: Remote and Flexible Work Requests

Bargaining unit members who wish to request a fully remote or flexible work assignment will do so by notifying their supervisor as soon as possible of their desire to work remotely. In deciding whether to grant this kind of work request or not, supervisors must give due consideration to all remote work requests. If the request is based on any of the criteria listed below, then any denial of that request will, at the request of the bargaining unit member, be immediately forwarded to the immediate next-level authority, whether Dean, School Head, or other individual within the supervision line, or their designee, for further review.

If an employee does not receive a response from their supervisor within fourteen (14) days, they may forward their request directly to the immediate next-level authority, whether Dean, School Head, or other individual within the supervision line, or their designee, for review.

Criteria that may be appealed to the immediate next-level authority, whether Dean, School Head, or other individual within the supervision line, or a designee:

- Health, safety, or medical concerns of the employee
- Child or family health, safety, or care considerations
- Government-imposed travel restrictions or delays preventing in-person return

Bargaining unit members who may qualify for a disability accommodation should make their request via Equal Opportunity and Access.

When a review of a denial for a remote or flexible work arrangement is initiated, the immediate next-level authority, whether Dean, School Head, or other individual, or their designee, will reach out to the employee and their supervisor. They will work with the supervisor and bargaining unit member to identify whether a mutually agreeable work arrangement has been explored for the employee. If no mutually agreeable arrangement can be found and the remote or flexible work arrangement request remains denied, the reasons for the denial will be shared with the bargaining unit member within fourteen (14) days of receiving the denial and, if requested by the bargaining unit member, will be provided in writing. The bargaining unit member may challenge the denial via the grievance process outlined in Article XXII of the Collective Bargaining Agreement, beginning at Step 3.

This Memorandum of Understanding represents the joint agreement between the Parties and will remain in effect through Academic Year 2021-22. Any remote or flexible work arrangements will last for the period agreed to by the employee and supervisor, not to exceed the Academic Year 2021-22.

For United Academics:

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Kelly McElroy 8/26/2021 | 15:43:38 PDT
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For the Employer:

DocuSigned by:
Heather Horn 8/26/2021 | 15:00:34 PDT
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