

University Advancement Hybrid and Remote Work Guidelines

University Advancement supports providing flexibility for staff with hybrid and remote work options. The following guidelines will assist supervisors and staff in the implementation of flexible work arrangements beginning Nov. 1, 2022. The flexible work arrangements are intended to be ongoing. We will review these arrangements annually to ensure that we continue to provide appropriate support and engagement of all University Advancement staff and ensure that business needs continue to be met.

Select positions are eligible to be either hybrid or full-time remote. The determination of a position's eligibility for full-time remote status should be informed by the department's operational needs and the nature of the job function. Supervisors will work with their direct reports and department heads to determine what flexible work arrangement could be feasible in the role while considering and coordinating schedules of other staff to ensure appropriate coverage and safety of team members. Central HR has provided [factors for consideration](#) when arranging for flexible work schedules. Individuals on performance improvement plans should not be approved for flexible work arrangements.

Hybrid

Hybrid flexible work arrangements will require a minimum of 2 or 3 days per week on-site, which is on campus or on business-related travel. Positions with donor and alumni relational responsibilities require a minimum of 3 days on-site. Support functional roles require a minimum of 2 days per week on-site. This is the minimum time required on-site. Employees on a hybrid schedule are welcome to exceed the minimum number of weekly days on campus if they wish to do so. For support functional roles, supervisors in coordination with their department head may require an employee be on-site more than 2 days a week.

Full-Time Remote

Full-time remote arrangements for employees who don't have public facing or campus relational roles or required in-person responsibilities will be considered. Employees with full-time remote arrangements are expected to attend select in-person activities, such as the quarterly University Advancement all-staff meetings, departmental trainings, retreats, university events, and other activities as determined by their supervisor. Approval by the department head and Vice Chancellor for University Advancement is required for full-time remote positions.

Work Agreements

Work expectations will be documented in writing through a flexible work arrangement agreement. University Advancement will utilize a template for hybrid agreements and a separate template for full-time remote agreements, both of which will outline specific expectations of working arrangements. Supervisors and staff will collaborate to document flexible work agreements by October 31, 2022.

Equipment

UA will provide necessary equipment at the location where an employee performs most of their work (examples: docking station, monitor, keyboard, and mouse). The University will not reimburse employees for their home internet access or telephone bills. Hotel workstations are being planned as we determine space allocations after the final work agreements are in place.

Campus Parking

Parking permit fees for UCR employees may not be paid from University funds as outlined in [UCR Policy 450-56, Parking Permits](#). UA will not pay directly nor reimburse employees for campus parking permits or campus parking fees.

We look forward to working together as we move to more in-person activities on and off campus to support our colleagues and advance our organization's goals.