

Policy Summary

Policy #: HR-12

Policy Title: Remote Work for UWSA Employees

Last revised: NEW



HR-12, Remote Work for UWSA Employees

This policy will be effective on July 1, 2024.

Summary of Policy

- This is a new UWSA internal policy designed to establish parameters for remote work arrangements entered into by the University of Wisconsin System Administration employees, as permitted by SYS 1228, *Telecommuting*.
 - The policy permits employees to elect to work up to two days remotely per week, unless given an exception via written approval by the President.
 - Employees may designate either Monday or Friday as a remote day, but not both.
 - This policy addresses provisioning for employees regarding workspace for in-office days, parking, and computers.
 - This policy addresses minimum team collaboration requirements by requiring supervisors to designate at least one day per week during which all employees in the unit must be in-person.
 - Supervisors are also responsible for participating in training on leading in a remote environment and for developing deliberate strategies to encourage collaboration and team building.
 - This policy stipulates that all employees working remotely at least one day a week are required to establish remote work agreements, and that these agreements expire at the beginning of each fiscal year and must be renewed annually.

Affected Areas within University of Wisconsin System Administration

- This policy applies to all areas of University of Wisconsin System Administration.
- Exceptions for specific units may be granted at the discretion of the President on a case-by-case basis.

Implementation

- This policy will be effective as of July 1, 2024. At this time, existing remote work agreements will expire.
- Throughout the month of July, University of Wisconsin System Administration will work with employees to re-establish remote work agreements in accordance with the provisions of this policy.

As of 05/24/2024

- The new employee work schedules as established in the new remote work agreements will be implemented by **September 3, 2024**.
- University of Wisconsin System Administration HR will develop communications for employees throughout the implementation process to explain next steps and address any frequently asked questions as they arise.

Additional Communication

- For questions or clarification on this policy, please contact your direct supervisor or the Office of Human Resources at uwshr@wisconsin.edu.