

To: College All Staff, Administrators, Executive Committee
From: Dean Allbritton
Subject: College of Engineering Approach to Staff Return to Campus and Telework for 2021-22
Date: July 13, 2021

College of Engineering Guiding Principles

In recognition of the importance of place and community, COE leadership is excited to work with all our units on a staff telework approach for the 2021-22 academic year. Our approach embraces remote work best practices while celebrating our community and the energy and creativity that emerges when we work together.

Employees not currently required to be on campus may continue teleworking through September 10. Employees who prefer to work from campus sooner than September 10 are encouraged to do so, as long as it is safe and operationally feasible. After September 10, 2021, the telework plans that we forge between supervisor and direct reports will be in effect for the 2021-2022 academic year. COE leadership commits to continuous review and evaluation of the efficacy, efficiency, and practicability of these plans. We are committed to creating space for continuous input so we can learn from each other, and adjusting our approach and policies as needed.

As a foundational statement, all health and safety requirements will be met by COE. Regardless of the pandemic's trajectory, we commit to staying home when sick to minimize the spread of germs and viruses. We acknowledge that mental health is a legitimate and appropriate use of sick leave.

Guidance for all COE units

1. Supervisors will work with direct reports to establish telework plans responsive to the revised telework [policy](#). All telework plans will be documented in telework agreements. Central Human Resources has issued three types of plans: [occasional](#), [hybrid](#) and [fully remote](#).
 - a. In the case of occasional telework, no formal telework agreement is required. Occasional telework is sporadic and agreed to by supervisor and direct report.
 - b. In the case of hybrid telework plan, a formal telework agreement is required.
 - c. Fully remote telework plans should be used in rare cases and will require the Dean's approval.
2. In the case of hybrid telework plans, where the duties of the position allow and the employee has a good performance record, COE leadership agrees to a 1-2 days per week hybrid remote telework arrangement for 2021-2022 at unit discretion. Additional telework days can be considered; where business needs can still be met and require Dean's approval.
3. Unless otherwise noted "unit leads" are defined as department chairs, school directors, and associate deans. Unit leads should work with their administrators to ensure that there is consistent, on-site workplace coverage throughout the entire work week, Monday through Friday.

4. We understand that adjusting to commutes will be challenging. It remains that standard business hours are 8 am to 5 pm. Leadership should continue to meet the business needs with these hours in mind.
5. Unit leads will be expected to continuously assess their staffing needs and how it impacts space. Should an employee's telework plan remain greater than 2 days remote after June 2022, their on-campus workspace may be considered available for shared use when space planning. If needed, unit leads will retain the flexibility to work with employees regarding possible changes to their on-campus space in advance of the June 2022 date should business and space needs necessitate an earlier timeline.
6. The University's telework policy strongly discourages duplication of equipment to accommodate hybrid remote work; supervisors will work with direct reports to ensure that consistent procurement and use of technology occurs throughout each team. Each unit within COE has different computing needs, and thus, leadership in each unit will be responsible for determining how to equip their direct reports for success, while not duplicating equipment purchases for home workstations and official on-site workstations.

Reporting Procedure

Unit leads will receive a separate message with reporting requirements for their respective units. The Dean's Office will collect information regarding unit plans and how they will meet critical University goals of equity, transparency, in-person service, health & safety, and community. This data is being collected as part of the college's plan for returning to campus and will not be shared broadly.

- Plans for individuals will be formulated and agreed upon during 2020-2021 annual reviews, and documented in the relevant telework agreement document, all of which are available [here](#).
 - For the 2021-22 academic year, supervisors and employees are encouraged to review telework arrangements on a quarterly basis.
 - Annual reviews and telework plans, if applicable, should be completed by August 31, 2021. Unless otherwise noted, these documents should be kept at unit level.
- Unit leaders will be asked to provide the following:
 - How does your plan address the University goal of equity?
 - How does your plan address the University goal of transparency?
 - How does your plan address the University goal of in-person service?
 - How does your plan address the University goals of health and safety?
 - How does your plan address the University goal of community?
- Unit leaders will be expected to complete a workbook that details their staff hybrid or remote plans as needed.
 - Hybrid plans that exceed two days per week, including 100% remote, require Dean's approval. These requests can be made through the template.
 - Plans should be submitted no later than August 13, 2021 in order to ensure timely review and approval.
- Once unit plans are approved, Dean's Office will work with Administrators to review any changes made on a quarterly basis.