

# UWEC 228.A, Requesting Remote Work Arrangements

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**Procedure #:** UWEC 228.A

## Intent

The University of Wisconsin-Eau Claire is committed to making employee wellbeing a university-wide priority and we want to ensure our campuses provide a supportive and healthy workplace. This procedure supports practice directive [UWEC 228, Workplace Wellbeing and Remote Working for Academic & University Staff](#) by providing a procedure that will allow employees to request worksite arrangements supportive to their success, as well as that of the university.

## Scope

This procedure is limited to employees with an Academic Staff or University Staff appointment.

The [Telecommuting Agreement Form](#) may only be used for part- or full-time remote worksite arrangements beyond ten (10) consecutive business days in length. This applies to one (1) or more days per month on a standard and recurring basis.

Remote worksite arrangements as part of a reasonable accommodation under the American with Disabilities Act should be initiated via the [ADA Reasonable Accommodation Request](#) eform.

Intermittent remote worksite arrangements of ten (10) consecutive business days or less are permitted without a formal [Telecommuting Agreement Form](#) upon mutual consent of the employee and their supervisor/manager. These are unplanned situations arising out of transient circumstances (e.g. illness, weather emergency, temporary school closure, etc.).

## Definitions

See [SYS 1225, General Terms and Definitions](#) for a list of general terms and definitions.

## Procedures

- Requesting Remote Work Arrangements
- Appealing a Remote Work Arrangement Decision or Change
- [Accessing the Telecommuting Agreement Form](#)

## Requesting Remote Work

# Arrangements

Step	Action
1.	The employee and their supervisor should review <a href="#">UWEC 228, Workplace Wellbeing and Remote Working for Academic &amp; University Staff</a> and <a href="#">SYS 1228, Telecommuting</a> .
2.	Have a discussion with your supervisor about potential remote worksite arrangements.
3.	Complete the <a href="#">Telecommuting Agreement Form</a> and submit for review (see below for steps to access the form).
4.	In most cases, the form will route to your supervisor/manager ("Reports To" in HRS) for consideration. The decision to authorize a remote worksite arrangement is at the discretion of the supervisor and subject to the review of the appropriate vice chancellor or their designee.  <i>Note: If the request involves a remote worksite located "out-of-state" or "out-of-county", the decision is at the discretion of the appropriate vice chancellor after consultation with UWS Legal (steps 5-6 not applicable).</i>
5.	The supervisor/manager should discuss the request with the unit/college director/dean prior to decisioning the request and discuss any concerns with the employee.
6.	The supervisor/manager should decision the request in HRS and communicate the decision to the employee.

## Appealing a Remote Work Arrangement Decision or Change

If you are dissatisfied with your supervisor's decision regarding the approval, modification or termination of a remote working arrangement, discuss any issues or concerns with your designated Human Resources Representative for review and possible resolution.

## Accessing the Telecommuting Agreement Form

Step	Action
1.	Login to your account at <a href="#">MyUW</a> . Select <b>Personal Information</b> .
2.	On the <i>Personal Information</i> screen, select <b>Update My Personal Information</b> near the middle of the page.
3.	On the <i>Personal Details</i> page, select <b>Telecommuting Agreement</b> in the left menu.
4.	On the <i>Welcome</i> page, select <b>New Telework eForm</b> from the left menu.

## Resources

Practice Directive UWEC 228, *Workplace Wellbeing and Remote Working for Academic & University Staff*

Procedure UWEC 228.B, *Requesting an Alternative Work Schedule*

SYS 1228, *Telecommuting*

*UW System Telecommuting Guidelines for Supervisors*

*Telecommuting Agreement Form on My UW*

# Procedure Administration

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<b>Division</b>	<a href="#">Finance &amp; Administration</a>
<b>Department</b>	<a href="#">Human Resources</a>
<b>Contact</b>	Director of Human Resources   <a href="mailto:humanresources@uwec.edu">humanresources@uwec.edu</a>

# Revision History

Version	Revision Date	Description of Change	Author(s)
1.0	June 15, 2021	Original issuance	David Miller
1.1	January 31, 2023	Updated format, simplified & clarified steps	Tracy Drier