



## Guidance for Hybrid and Remote Work

### **Background**

To support the university's approach to offering work-life balance, Office of the Vice President for Research (OVPRI) research administrative units may consider and approve hybrid or remote work arrangements in accordance with [university policy](#), which includes [remote work](#). Decisions for hybrid and remote work for employees will be reviewed and recommended by unit Directors; these proposals will then be vetted by the appropriate Assistant/Associate Vice President (AVP) and then reviewed and approved by the head of OVPRI's Human Resources in consultation with the Vice President for Research and Innovation (VPRI). Principles for decision-making are articulated below, as is the process for updating and submitting hybrid or remote work agreements. As per university policy, flex, hybrid, and remote work arrangements are a privilege, are revocable, and are not an expectation of employment in the OVPRI division. Because of the type of work being performed, not all positions in OVPRI research administrative units will be eligible for hybrid or fully remote work arrangements. OVPRI remote-work conduct terminology and definitions can be found in Appendix B.

### **Responsible Parties**

Please note that responsibility lies with the unit directors in conjunction with their AVP or VP to develop strategies for successful engagement of hybrid and remote employees and to monitor and modify practices within their units as needed to ensure operations continue to function at the highest levels. For recruitment of new positions, decisions for whether to advertise/recruit for fully remote work must be vetted and approved by the head of OVPRI's Human Resources, who will consult with the VPRI. Consistent with [university policy](#), all ongoing hybrid or remote work agreements must be approved by the VPRI or their designee. Managers overseeing remote work and employees working remotely, must review the resources available on the HR website: <https://hr.uoregon.edu/remote-work-arrangements-guidance>.

### **Principles for Hybrid and Remote Work**

- Decisions regarding hybrid or remote work must be based on the position responsibilities (see Appendix A: OVPRI Remote and Hybrid Work Decision Tree). Continued hybrid or remote arrangements are to be evaluated at least twice per year to ensure arrangements are successful or to adjust/adapt as needed; more frequent check-ins are encouraged consistent with the successful management of any team member. Best practice includes discussing the remote arrangements during the annual review process.
- Unit Directors are responsible for ensuring the success of these arrangements in terms of operational efficiencies, performance, and employee engagement (See General Expectations). All work is to be performed in accordance with these best practices. For directors and higher, arrangements must be recommended and reviewed by their supervisor. Unit directors and AVPs must update the head of OVPRI's human resources prior to changing approved hybrid or remote agreements. To address a question that comes up frequently: Employees are expected to have regular, dependable, childcare,

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eldercare, or invalid care while working from home, **an employee is not permitted to be the primary caregiver for anyone during their normal working hours.**

- **Remote or hybrid work outside of Oregon** may be subject to different rules related to work and/or benefits. Work location within the United States but outside Oregon must be communicated to University Human Resources and Payroll by the supervisor via OVPRI Human Resources. Due to the need to comply with foreign laws, hybrid or remote work arrangements outside the United States will not be considered going forward.

### **General Expectations**

- Supervisors should maintain proactive and intentional communication with remote employees, ensuring that work expectations are clear and understood.
- Supervisors will promote an inclusive environment by encouraging the participation of all unit employees in unit activities.
- Remote employees are expected to be available and communicative during scheduled work hours.
- Employees will keep their calendar, chat and email availability updated to accurately reflect busy and available times.
- Employees are expected to have regular, dependable childcare, eldercare, or invalid care while working from home. There may be occurrences where this is not achievable and this is permissible so long as it doesn't affect the quality of work, but it cannot be the [day-to-day plan](#) to function as the primary caregiver while working from home. Employees are expected to use accrued leave when quality of work is affected, or successful productivity is not achievable.
- OVPRI and U of O work rules and other [policies](#) continue to apply to offsite work locations, including appropriate attire.
- Employees must maintain a quiet and distraction-free working space.
- Employees are expected to [maintain their workspace](#) in a safe manner, free from safety hazards.
- Employees should practice [virtual meeting etiquette](#). While distractions are often unavoidable, they are to be kept to a minimum.
- Remote work is considered official university business, employees are responsible for [taking appropriate security precautions](#).

*Hybrid and Remote Work means...*

- Employees work at one of the University of Oregon campuses or a non-university-controlled space, including work from home or other work locations
- Location may be on a full or partial basis
- Technology, security and accessibility requirements must be met
- Employees should maintain professionalism, standards and values

*Hybrid and Remote Work does not mean...*

- Complete independence from standards, processes, values, and expectations regarding quality of work product
- Working any hours or schedule desired without considering workplace alignment
- A way to avoid collaboration, community interactions and social involvement
- Reduced management oversight, performance expectations or elimination of assessments

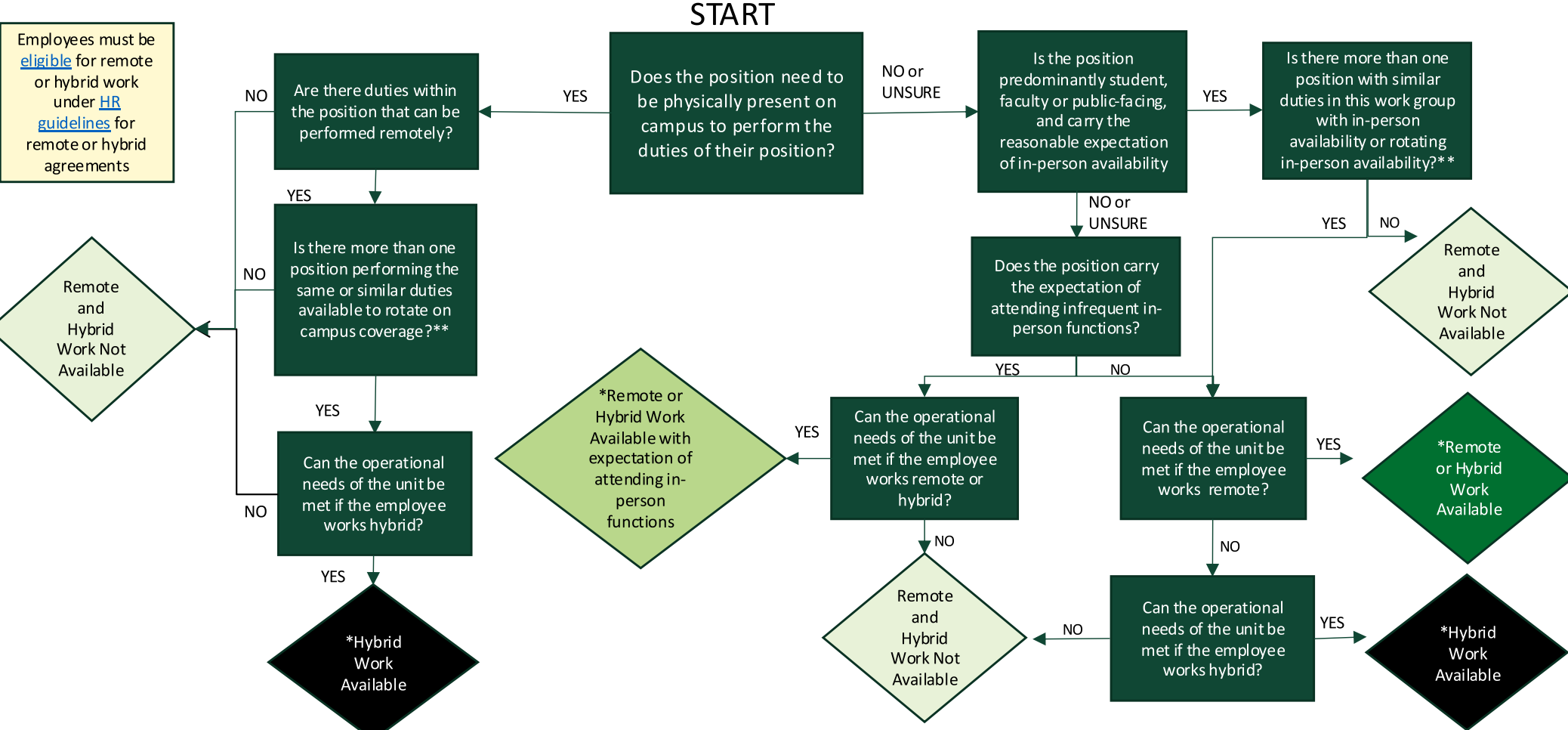
### **Office and Meeting Space**

- Individuals who are fully or substantially remote may have access to a “touch down space” for when they work on campus, as part of team meetings or retreats. “Touch down spaces” may be shared and location may vary from one onsite visit to the next. Dedicated office spaces will not be assigned to employees who work on campus less than three days per week.
- Workspace moves may take longer than anticipated. Determining who works in which space takes time to plan and move employees, especially when employees will be on campus at various times.

### **Process for Creating and Updating Hybrid/Remote Work Agreements**

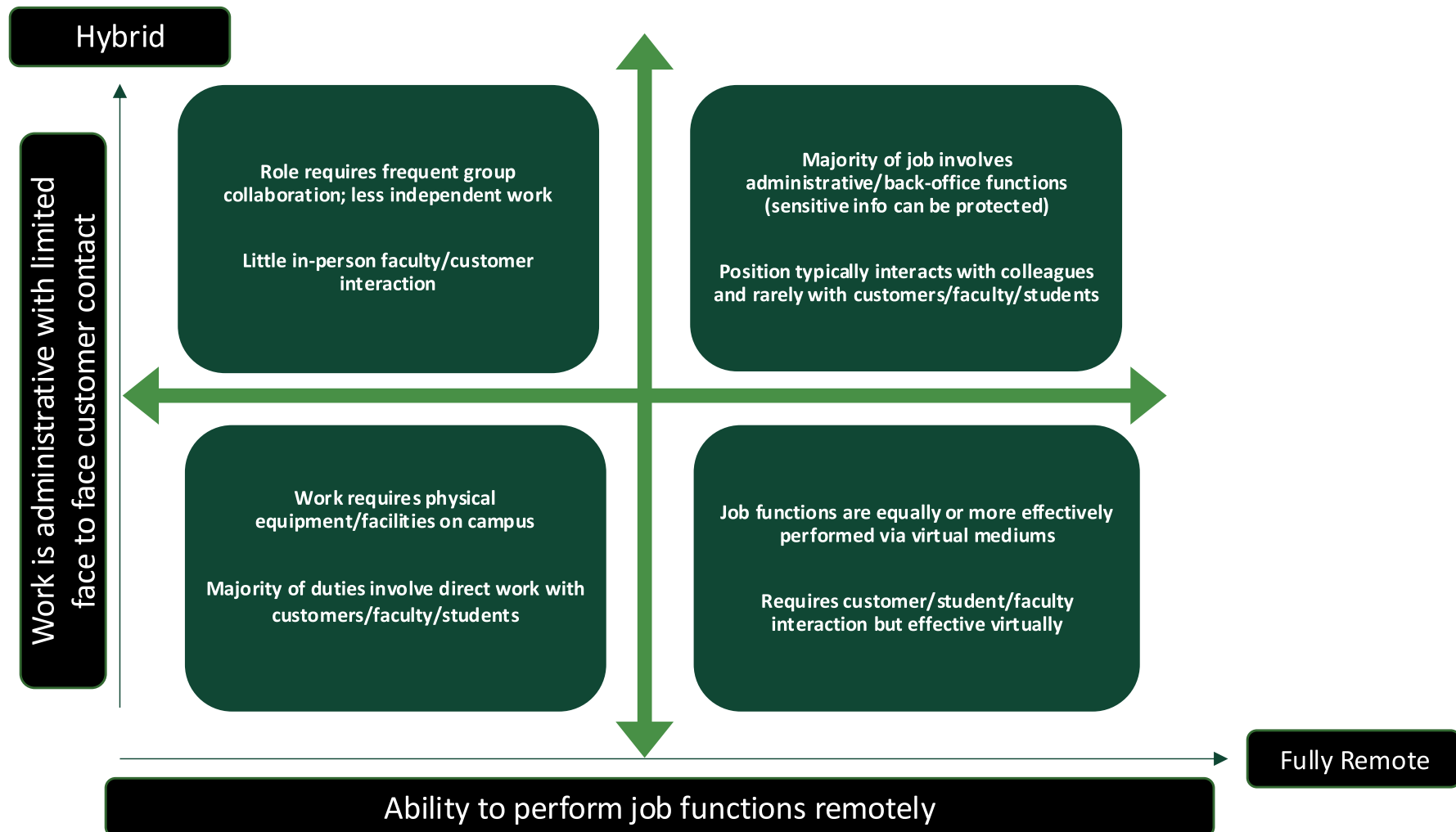
- Effective August 1, 2024, all existing and new hybrid or remote agreements must be submitted through [Smartsheet](#) for accurate workspace documentation.
- Unit leaders are expected to develop a process by which to review and recommend for approval hybrid or remote work agreements, including modifications to existing agreements, from staff in their unit. All research and innovation supervisors will have access to signed hybrid and/or remote work agreements within their unit in the [Smartsheet log](#) as cited in the [guidance to the policy](#).
- [New or updated flex or remote work agreements](#) must be signed by the employee, supervisor, and then shared with the unit Director, who will submit to OVPRI via [Smartsheet](#).
- New agreements will follow the approval process below:
  - Unit Director
  - Unit Assistant/Associate Vice President
  - OVPRI Human Resources
  - VPRI or designee
- OVPRI Human Resources in collaboration with the VPRI or designee will review and finalize the agreement. Upon approval, the final signed version will be added to the Smartsheet and an automated confirmation email will be sent to the employee and supervisor.
- Managers are to review ongoing hybrid or remote arrangements at least twice per year with one review during the annual performance review process.
- Not all types of work are eligible for remote or hybrid arrangements.

## Appendix A: OVPRI Remote and Hybrid Work Decision Tree and Matrix



\*Remote Work and Hybrid Work Require Director and Vice President Approval and may be noted in job offer. Additional approval required for remote work based outside the state of Oregon ([Guidelines](#)).

\*Supervisors are encouraged to maximize equity by giving [eligible employees](#) in eligible positions the same access to remote or hybrid work based on whether specific job requirements are compatible with the arrangement. [HF guidelines](#)



## Appendix B: OVPRI Remote and Hybrid Work Terminology

### OVPRI Remote-Work Conduct Terminology

#### Terminology

| OVPRI Terminology and Definitions |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Remote                            | <p><b>Local or Non-Local</b></p> <p>This position has been identified as having a high level of location options, including the option to work at a remote location outside of a UO location. All adjusted work arrangements require Director, AVP and Vice President approval. Regardless of location, work is expected to be done within established work hours.</p> <p>Travel expenses of employees approved to work remotely full time, in-state or out-of-state, can be paid or reimbursed at their department's budget authority discretion. Employee travel to a university work location may be subject to W-2 tax reporting.</p> |
| Hybrid                            | <p><b>Local</b></p> <p>This position has been identified as being local, with a high level of location options, including the option to work at a remote location with frequent commuting to a UO work location (specify location, such as Eugene, Portland, or Charleston.) All adjusted work arrangements require Director, AVP and Vice President approval. Regardless of location, work is expected to be done within established work hours.</p> <p>Employees approved to work remotely in a hybrid manner will not be reimbursed for their travel expenses when they are scheduled to come to their university work location.</p>   |
| On-campus, In person              | <p><b>Local</b></p> <p>This position has been identified as being local, with daily commuting to a UO work location (specify location, such as Eugene, Portland, or Charleston), but may have a limited option to occasionally work remotely. All adjusted work arrangements require supervisor and leadership approval. Regardless of location, work is expected to be done within established work hours.</p>                                                                                                                                                                                                                           |

\* When purchasing IT equipment for hybrid remote work arrangements, units should be mindful to avoid purchasing duplicate equipment to the extent possible. Please review the [USS Device and Hardware Standards](#) for guidance on recommended computer hardware.