



CAMPUS ADMINISTRATIVE POLICY JUSTIFICATION

Policy Title: Alternative Work Schedules and Remote Work Arrangements
Policy Number: 4032 **Functional Area:** Human Resources

Date Submitted: July 15, 2021
Proposed Action: Approve Update

Brief Description: This policy sets out the requirements and guidelines for supervisors who implement Alternative Work Schedules and/or Remote Work Arrangements for employees in their unit.

Desired Effective Date: June 1, 2021, Denver Campus
September 7, 2021, Anschutz Medical Campus & Consolidated Units

Last Official Review: August 31, 2020 (COVID-19 amendment)
Reviewing Office: Associate Vice Chancellor and Chief Human Resources Officer, CU Denver | CU Anschutz

Responsible Officer: Associate Vice Chancellor and Chief Human Resources Officer, CU Denver | CU Anschutz

Policy Contact: Human Resources

Applies to: CU Anschutz Medical Campus
CU Denver Campus

Reason for Policy: This policy sets out requirements and guidelines for supervisors who implement alternative work schedules and/or remote work arrangements for employees in their unit.

I. REASON FOR PROPOSED ACTION AND SUMMARY OF CHANGES

When the Alternative Work Schedules and Arrangements policy was initially implemented in October 2019, it was done so as a cautious step toward documenting and justifying limited instances of work being performed away from a university business location.

As the COVID-19 pandemic impacted the university's operations, the policy was modified to address that impact by suspending the requirement to document what had become widespread implementation of remote work.

Subsequently, the course of that pandemic has impacted the fundamental nature of the manner in which work is conducted and also the perspective on the effectiveness of alternate arrangements. This latest proposed revision recognizes that there will continue to be widespread remote work arrangements.

An electronic process to document these agreements has been created to streamline the approvals, negating the need for multiple paper forms to circulate through many levels of the employing school/college/department and the administration. As a result, the signature matrix of the previous version of the policy has been removed. The conditions that were previously found in those paper agreement forms have now been moved to the body of the policy itself.

II. STAKEHOLDER ENGAGEMENT IN THE POLICY REVIEW

List all the offices and personnel who participated in the drafting or coordination of this policy.

Provost (R. Narin)

Provost (C. Nakuma)

Legal (C. Puckett)

Executive Vice Chancellor for Administration & Finance and Chief Financial Officer (T. Carrothers)

Vice Chancellor for Finance and Business Operations, Chief Financial Officer (T. Haggerty)

Associate Vice Chancellor and Chief Human Resources Officer (C. Brownawell)

Director of Employee Relations and Performance (D. Kasyon)

Policy Coordinator (J. Speed)

III. LEGAL REVIEW

Is legal review of the proposed changes recommended? **No**

IV. FISCAL REVIEW

Are there any financial (human resources, technology, operations, training, etc.) or other resource impacts of implementing this policy (e.g., cost savings, start-up costs, additional time for faculty or staff, new systems, or software)? **No**