



CAMPUS ADMINISTRATIVE POLICY JUSTIFICATION

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

Date Submitted: September 2, 2020
Proposed Action: Approve

Brief Description: This policy sets forth guidelines for supervisors who implement alternative work arrangements for employees in their unit.

Desired Effective Date: ASAP
Last Official Review: August 31, 2020
Reviewing Office: EVCAF/SVCAF
Responsible Officer: Human Resources
Policy Contact: Associate Vice Chancellor for Human Resources

Applies to: CU Anschutz Medical Campus
CU Denver Campus
CU South Denver Location

Reason for Policy: This policy provides clear standards and approval requirements for managers who wish to implement alternative work arrangements for employees in their unit that are different than the core university hours of Monday – Friday 8:00 a.m. to 5:00 p.m., or to implement arrangements wherein employees work a part of their schedule from a remote location.

I. REASON FOR PROPOSED ACTION AND SUMMARY OF CHANGES

An addendum was added for COVID-19 Pandemic impacts. This addendum should be reviewed and updated in a timely manner and within at the most 1 year from

II. STAKEHOLDER ENGAGEMENT IN THE POLICY REVIEW

- Executive Team (Chancellors, Legal, Provost, CIO, 9-2-20)
- Executive Vice Chancellor for Administration and Finance (T. Carrothers, 9-2-20)
- Senior Vice Chancellor for Administration and Finance (J. Sobanet, 9-2-20)
- Chief Human Resources Officer (C. Brownawell, 8-31-20)
- AVC Academic Operations (N. Viveiros, 8-31-20)

Director, Human Resources Employee Relations and Performance (D. Kasyon, 8-31-20)

III. LEGAL REVIEW

Is legal review of the proposed changes recommended?

Yes—Legal is part of the executive team

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**