

## Remote Work Guidelines to Assist Department of Integrative Biology Employees

UW-Madison has a [remote work policy](#). Remote work is viewed as a cooperative arrangement based on the needs of a position, the department or unit, and the university. Remote work arrangements can be pursued in cases where the implementation of these arrangements advances the university's mission. Remote work arrangements are not appropriate for many roles on campus and are considered on a case-by-case basis.

Our department is providing the following guidelines for remote work agreements:

- Employees and Supervisors should engage in conversation about feasibility of remote work for a specific position. Remote work arrangements are considered on a case-by-case basis; evaluating factors are listed in the [remote work policy](#). A position which can feasibly perform remote work may pursue an agreement allowing full-time employees to work 1-2 business days a week remotely (part-time adjusted based on their Full Time Equivalent (FTE) %).
- Employees are provided with a single computer (e.g. laptop) to perform their responsibilities, and this laptop may be used remotely as part of remote work agreements. Employees with remote work agreements will need to follow policy expectations and provide, at their own cost, the following at their remote work location: 1) high quality, reliable internet connectivity with video capability, and 2) equipment necessary for a remote workspace.
- All iBio staff are strongly advised to work on-campus on Tuesdays. This is the designated department meeting date (Faculty & Staff Meetings, committees, etc.) and provides a day for our department community to be able to engage with one another fully.
- Conversations between supervisors and employees should continue on a regular basis, particularly during the fall 2021. Employees may need to consider revisions or updates to remote work agreements as schedules and operational needs are figured out during the return back to campus in 2021-22.

Remote Work Agreements (RWA) Entry & Approval Process: The employee will initiate the RWA approval process after discussion with their supervisor. See [tipsheet](#) regarding employee entry of a RWA in the MyUW portal. Save your work often as the system times out after 30 minutes. RWAs will be [approved](#) by an employee's supervisor, along with the department administrator (Julie Lindsey) and submitted to the L&S Dean's office.

Once an RWA has been implemented, it is important to ensure the work modality arrangements stay on track. Means of doing so include:

- Regular check points (e.g., regular employee/supervisor one-on-one meetings)
- Performance evaluation meetings (e.g., mid-point conversation, summary evaluation)
- RWAs should be reviewed and updated at a minimum annually.

- RWAs must designate the employee's onsite and remote work locations effective throughout the remote work period. Any changes in remote work location during the agreement period requires the approval of a new RWA.
- RWAs can be updated or canceled as warranted due to changes in factors such as evolving work responsibilities, availability of equipment, and business needs. Some updates may require the approval of a new RWA.

Important terms to highlight:

- **Employees Covered by the Remote Work Policy:** Academic Staff, University Staff, Limited Employees, Temporary Employees, Post-Degree Training Appointments, Student Hourly Employees, and Zero-Dollar appointments. For Faculty and Graduate Assistants (Teaching Assistants, Research Assistants), this policy applies only to out-of-state or international remote work on a regular, ongoing basis.
- **Remote Work:** A work arrangement in which some or all work is performed at an off-campus work site such as home or in an office space near home. This definition does not include workplace flexibilities, research trips, sabbaticals, or permanent off-campus work sites established by the university (e.g., field stations, CERN, IceCube).
- **Remote Work Agreement:** An agreement that describes the terms and conditions of an employee's remote work arrangement, including a description of the alternative off-site work arrangement, guidelines for maintaining communication and work engagement, and necessary equipment and services. These agreements include out-of-state and international work agreements.
- **Workplace Flexibility:** Flexibility in which work is performed at an off-campus work site on a sporadic basis and does not follow a regular, repeated schedule. Examples of workplace flexibility, provided supervisor approval is obtained, include:
  - working remotely for the remainder of a day after a doctor's appointment or dental cleaning
  - working from home while waiting for a furnace repair service professional
  - an employee working remotely during severe weather (see [UW–Madison Inclement Weather Policy](#))
  - an employee traveling for 2 weeks and checking email sporadically

Contact Julie Lindsey, iBio Department Administrator, regarding requests for International remote work and 100% remote work outside Wisconsin as there are additional stipulations and considerations.

The Office of Human Resources (OHR) has developed [new resources](#) that provide guidance on remote work, including FAQs and training modules. [L&S Remote Work Policy](#) details are also available. Employee questions or concerns should be addressed to their supervisor. Julie Lindsey, iBio Department Administrator, is also a resource available to all department members.