

University of California, Riverside - Local Procedure

Remote Work Procedure for Staff Member

July 2021

I. Related Policies and References

- A. [Personnel Policy 30](#) / UCR Local Procedure 30 – Compensation
- B. [Mandatory Remote Work Agreement](#)
- C. [Selection Criteria for Successful Remote Work Guideline](#)
- D. [Authorization to Use Property in an Off-Campus Location](#)

II. Definition

Remote work is a work arrangement, requiring organizational unit approval, in which some or all of the work assigned to an eligible employee is conducted at a non-University worksite (e.g., employee's home). Occasional work off-site, including work while traveling on University business, does not constitute remote work and does not require the formal arrangement described in this procedure. Work and telecommunication equipment may be owned and maintained by the employee or by the University.

III. Eligibility

Remote work arrangements may be established for regular career status employees who:

- A. Have completed their probationary period unless their initial appointment was established as a remote assignment; and
- B. Have received a satisfactory or greater performance rating on their most recent performance evaluation; and
- C. Have been found to work efficiently and effectively with minimal supervision.

IV. Procedures

- A. An employee, supervisor or department head or designee may propose a remote work arrangement. Regardless of who proposes the arrangement, the process for evaluating suitability shall be the same.
- B. Using the Selection Criteria for Successful Remote Work Guideline, the department head or designee evaluates the:
 - 1. Department needs
 - 2. Functions/Tasks to be accomplished
 - 3. Eligibility of the employee under consideration
 - 4. [Percentage of time that a job may be performed remotely. If there are elements of the position that must be performed in person, those should be clearly outlined in the remote work agreement.](#)
- C. If the department head or designee approves the proposed remote work arrangement, the mandatory Remote Work Agreement must be completed. The use of this agreement is mandatory as it contains the following required elements:
 - 1. General Work Arrangements (e.g., parties involved, work days & hours, location, communication expectations, specific duties to be conducted).

2. Personnel Policies/Procedures/Bargaining Unit Contract/FLSA Compliance Applicability.
 3. Safety & Equipment/Information Security Responsibilities.
 4. Equipment, Furniture & Supply Responsibilities.
 5. Tax & Zoning Regulation Responsibilities.
- D. Once the remote work agreement has been completed and signed by the employee and the department head, it shall be submitted, along with all associated documentation, to the organizational unit for approval.
- E. The department head or designee shall notify employees within the department about how the arrangement will work and how it benefits the University.
- F. The department head or designee will maintain a copy of the signed remote work agreement in the employee's personnel file and provide a copy to the employee.
- G. Remote Work Agreement Amendments & Extensions
- All remote work agreement amendments and/or extensions shall be documented, signed by the employee, the department head or designee, and an organizational unit representative, attached to the original remote work agreement and maintained in the employee's personnel file, with a copy provided to the employee.
- New or modified remote work arrangements must be evaluated objectively and fairly to ensure an equitable process.
- H. Terminating a Remote Work Agreement
- The University or the employee may terminate the agreement at any time provided a two-week written notice is given, preferably thirty (30) days.

V. Responsibilities

- A. Employee
1. Participates in establishing a proposed remote work arrangement.
 2. Agrees to abide by the terms and conditions of the remote work agreement.
- B. Supervisor
1. Participates in establishing a proposed remote work arrangement.
 2. Provides a recommendation to the department head or designee.
- C. Department Head or Designee
1. Evaluates the proposed remote work arrangement and the supervisor's recommendation and approves or denies the request.
 2. Upon approval, ensures the mandatory remote work agreement is completed in its entirety and has the appropriate signatures.
 3. Forwards the request, along with all associated documentation, to the organizational unit for approval.
 4. Ensures that the remote work agreement and all associated documentation are maintained in the employee's personnel file and copies are provided to the employee.
 5. Ensures the department and the employee abide by the terms and conditions of the remote work agreement.
- D. Organizational Unit
- Approves or denies the proposed remote work arrangement, signs the remote work agreement (if approved), and returns all documentation to the department head or designee.