

# HGSU-UAW REMOTE WORK DOCUMENTATION/REQUEST FORM

## Introduction

In accordance with Article 15, Section 7 of the [collective bargaining agreement](#) between the University and HGSU-UAW, student workers may request a remote work arrangement for certain job functions.\* This Remote Work Arrangement Documentation/Request Form is an important tool to define the details of an approved remote work arrangement, including specifics about how, where, and when work will be performed. This form will help the University consider important institutional decisions as we navigate increased flexibility and the new contract effective June 30, 2021 - June 30, 2025. Please download this form, save it locally, complete it, and provide it to your supervisor and department administrator.

Please note that this form is only for work arrangements – for information concerning academic arrangements, please contact your student affairs office.\*\* International student workers should always ensure that they are complying with any requirements and/or limitations of their visa prior to entering into any remote work arrangement.

This form is not required to document an approved remote work arrangement. Provided they follow local and/or University guidelines for remote work, student workers and supervisors may informally discuss and agree to a remote work arrangement.

**\*The University and local schools may require that academic instruction and other job functions be on-campus, and this form does not supersede such requirements.**

**\*\* Please note: Approval to perform job functions remotely does not affect any academic requirements to be on campus. There may be academic residency or other academic requirements to be on campus which are beyond the scope of this form.**

This is a:  New remote work arrangement

Existing remote work arrangement

## PART A

Documentation of approved arrangement must be completed by all employees

## Employee Information

<b>Employee Name:</b>	<b>HUID:</b>
<b>Email:</b>	<b>Job Title:</b>
<b>Department/Unit:</b>	
<b>Supervisor/Administrator:</b>	

## Type of Remote Work- Location (select one)

<ul style="list-style-type: none"> <li>● <b>Hybrid/Partially Remote</b></li> </ul>	Working both from a non-Harvard location and on campus (select type below):
<ul style="list-style-type: none"> <li>● <b>Anchor/Remote</b></li> </ul>	Anchor day(s) is/are designated for members of a team to be on-campus and can work remotely the rest of the week. Location is determined by the employee within context established by the University and the local unit.
<ul style="list-style-type: none"> <li>● <b>Fixed in/out</b></li> </ul>	Assigned a number of days – for example, per month or quarter – on campus and remainder remote
<ul style="list-style-type: none"> <li>● <b>Core obligations only</b></li> </ul>	Individuals change their location based on the work they need to perform on campus (see more in “Considerations for Remote Work” section below).
<ul style="list-style-type: none"> <li>● <b>Primarily Remote</b></li> </ul>	Individuals are expected to work off-campus, at home or elsewhere, for all working hours. Remote work can also be further defined as:
<ul style="list-style-type: none"> <li>● <b>Periodic</b></li> </ul>	Majority remote, but expected on-campus at designated times (e.g. once per month or once per quarter).
<ul style="list-style-type: none"> <li>● <b>Fully fluid</b></li> </ul>	Working location is principally the employee’s decision, based upon work needs, and within Harvard’s and/or local schools’ specific constraints and requirements regarding remote work (such as working out of state).

## Schedule and Location Details (if necessary)

	Start Time	End Time	Start Time	End Time	Work Location (e.g., Home, Campus, Other) Include full address and building name
<b>Monday</b>					
<b>Tuesday</b>					
<b>Wednesday</b>					
<b>Thursday</b>					
<b>Friday</b>					
<b>Saturday</b>					
<b>Sunday</b>					

# Considerations for Remote Work Arrangements

Please confirm the following:

I have reviewed and understand the remote work guidelines outlined in the HGSU-UAW Collective Bargaining Agreement and information on <a href="#">ergonomics</a> and the <a href="#">ergonomics tip sheet</a> .	• Yes
I have reviewed Harvard's <a href="#">Information Security Policy</a> , and <a href="#">IT Security Tools</a> , for advice on protecting Harvard information at various data levels.	• Yes
I understand that I may request assistance with internet access from the HUIT Service Desk or the local IT help desk in accordance with University procedures.	• Yes
I understand that it is my responsibility to work out a mutually agreeable schedule with my supervisor. I understand that major activities such as full-time dependent care, or intensive work on a personal project, are not appropriate while teleworking. Occasional flexwork in unusual circumstances must be discussed with my supervisor.	• Yes
I understand that I must adhere to University and School-specific policies about which work can and cannot be done remotely.	• Yes
I understand that I must discuss with relevant administrators any considerations about working outside of the state of Massachusetts (e.g. pay officer for payroll issues, department admin for residency requirements, degree-based /academic requirements, etc.).	• Yes

## Acknowledgment

Remote work arrangements are subject to ongoing review and may be terminated at the sole discretion of the University at any time with reasonable notice to the employee taking into account the supervisor's or employing department/unit's needs and the SW's remote situation, according to Article 15, Section 7 of the HGSU-UAW Collective Bargaining Agreement. Generally, the employee or supervisor/administrator should give no less than 30 days' notice in advance of ending or changing an arrangement, instructional or research work needs permitting.

**Before signing, save a copy of this completed form to your computer to use for future renewals.**

Employee Signature & Date: .....

Supervisor/Administrator's Signature & Date:

.....

Arrangement will next be reviewed on: .....

*Remote work arrangements should be reviewed as necessary.*

**Following the completion of this process, copies of this form and any attachments should be provided**

**to:**                      Employee       Supervisor       Department Admin

## **PART B**

This proposal worksheet may be required by the supervisor/department, or may be used by the student worker as a tool to develop a workplan.

### **Remote Work Proposal Form/Worksheet**

Departments and/or supervisors may opt to require student workers to complete a Remote Work Proposal to define the details of a proposed or existing remote work arrangement, including specifics about how, where, and when work will be performed. Even if not required, employees may wish to use this document as a worksheet to plan an effective remote work arrangement before and/or after conversations with their supervisor or department.

### **Type of Remote Work - Location**

It is important to consider the implications of the location and timing of work and its impact on coworkers, colleagues, and students. As applicable for each of the following individuals and groups, describe in either a narrative or bulleted format, any challenges that may arise (for example, ability to participate in events/meetings, accessibility, teamwork, collaboration tools, responsiveness,) and the solutions you propose:

- Your students (if applicable)
- Other coworkers
- Your direct supervisor(s)

### **Partially Remote Arrangement**

Please note the type of arrangement and describe the job functions that will be completed on campus, including days, hours, and locations (can be approximate), and which job functions will be completed remotely (e.g., at home). Please be sure to refer to University and School-specific guidelines that denote which job functions can and cannot be done remotely here.

### **Primarily Remote Work Arrangement**

Please note the type of arrangement option and describe the job functions that will be completed on campus, if applicable, noting anticipated intervals of days, hours, and locations (can be approximate), and which job functions will be completed remotely (e.g., at home). Please be sure to refer to University and School-specific guidelines that denote which job functions can and cannot be done remotely here.

### **Your Home/Remote Office Set-up**

If working remotely, please confirm you have set up your remote workspace using the Ergonomic Fact Sheet and Tips referenced in Part A. In accordance with Article 15, Sections 1-2 of the HGSU Collective Bargaining Agreement, please list additional services, materials, or facilities needed to complete work remotely:

\* Note that student workers with remote work arrangements shall have the ability to request reimbursement for work-related materials consistent with Article 15, Section 4 and consistent with any University policies on expenses reimbursements. Such reimbursements require advanced approval. The University determines what constitutes required work-related materials. Requests from student workers may not be unreasonably denied.

### **Other Considerations**

Please note any additional, relevant information.

**If local remote practices require the use of Part B, please sign and submit with Part A. Before signing, save a copy of this completed Part B form to your computer to use for future renewals.**

Employee Signature & Date:

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Supervisor/Administrator's Signature & Date:

.....

Arrangement will next be reviewed on: .....

*Remote work arrangements may be reviewed periodically.*