

## **Guaranteed Option to Work Remotely during the COVID-19 pandemic**

When assigning GE positions, remote work shall be the default for all hiring units on campus. The University may request that GEs fill out a survey to gauge preferences for returning to in-person or hybrid/HyFlex work; however, if a GE does not fill out this survey, the University must assume that their preference is to work remotely.

Any employing unit that makes a categorical determination that a GE must perform in-person work of any kind shall notify the GE in their work assignment per Articles 9 and 10 of the CBA or in a supplemental email. This notification shall be provided at least 10 business days prior to the start of work. This notification shall provide the reason that the assigned work cannot be performed remotely and why alternative work cannot be provided. Until such communication occurs, the GE shall determine whether they return to in-person work, while adhering to the University's health policies and applicable state and federal regulations.

A GE may submit a formal request to their employing unit leadership to transition to remote work or in-person work at any point before or during a term, or to reevaluate a past determination regarding remote or in-person work. Employing unit leadership shall evaluate and respond to the GE's request within 48 hours, either approving or rejecting the request. If the request is rejected, the GE shall be notified in writing.

GEs may challenge a determination that they cannot effectively perform their work remotely via the grievance process outlined in Article 13 of the Collective Bargaining Agreement.

GEs are responsible for working with their immediate supervisor(s) to formulate plans that ensure work can be accomplished successfully whether it be remote, on-campus or hybrid/HyFlex, with the understanding that the GE retains their existing rights and responsibilities as outlined in the Collective Bargaining Agreement.