

# HYBRID/REMOTE WORK REQUIREMENTS AND EXPECTATIONS

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The requirements and expectations set forth below apply to all flexible work arrangements, which must be approved in advance by the appropriate supervisor and/or department head on behalf of the University. This document supplements and extends [Human Resources Policy 2.07](#).

1. Hybrid/remote work is a privilege granted to qualifying employees and positions when circumstances and conditions allow for success. It is an option exercised at the University's sole discretion and is not an employee right. Flexible work options, including hybrid/remote work, may be revoked by the appropriate supervisor or department head when doing so is determined to be in the University's best interests.
2. All hybrid/remote employees must arrange an appropriate and safe workspace at their home or other remote location that ensures their productivity and the security of university information. For example, hybrid/remote employees must be able to take telephone calls and participate in online video meetings with minimal distraction and while maintaining appropriate confidentiality.
3. Supervisors and hybrid/remote employees must jointly ensure that all sensitive and/or confidential information is appropriately protected and secured when employees access such information from remote locations.
4. University equipment located at remote worksites is subject to all applicable rules and restrictions. Hybrid/remote employees are responsible for any state-owned equipment and software used at their remote work site and are personally responsible for any such equipment that is lost, stolen, or damaged due to the employee's negligence, misuse, or abuse.
5. Supervisors are responsible for determining appropriate means of support, collaboration, and feedback, as well as, evaluating work product, overall work performance, and maintaining employee accountability.
6. Hybrid/remote employees may not allow nonwork-related events, activities, or persons who share the remote work location (*e.g.*, a spouse, partner, children, or nonwork-related visitors) to disrupt or interfere with their workday or job performance. The responsibility to focus on and productively accomplish the University's business is the same whether working at a traditional location or when working remotely.
7. Absent an approved flexible work schedule arrangement, hybrid/remote employees are required to work normal business hours. Moreover, hybrid/remote employees may be required to attend in-person meetings or events at university or other locations as directed by their supervisor or as necessary for the performance of their job duties.

8. During agreed upon work hours, other than reasonable break periods, hybrid/remote employees must generally be present in their workspace and reachable by their supervisor, team members, and other colleagues.
9. All equipment and services necessary for the employee to meet their job duties must be present and in good working order in their remote location. This might include, but is not limited to, a properly protected or secured computer with standard productivity software and video capability, a headset, Internet access with necessary bandwidth, VPN and meeting software such as Cisco AnyConnect, Skype, Teams, Zoom and /or any other job or department specific tools.
10. Hybrid/remote employees should use Skype, MS Teams, Zoom, or other appropriate secure virtual conferencing means to conduct virtual meetings and should use their university [bonsai drive](#) and department shared drives to maintain secure access to necessary computer files from all work locations.
11. Work product produced by hybrid/remote employees at remote locations remains subject to Arizona's public records laws.
12. Hybrid/remote employees remain subject to and must comply with all [University Policies](#) while working from remote locations, including those that pertain to information and device security.