

ARTICLE 32 FLEXIBLE AND REMOTE WORK ARRANGEMENTS

A. GENERAL PROCEDURES

1. Librarians may request a flexible work arrangement (e.g., working remotely outside of the physical library space, alternate work schedules, or both). Flexible work arrangements must be approved by the University.
2. Librarians should request flexible work arrangements according to local library procedures or practices. The University shall evaluate each request and in doing so shall consider the individual librarian's duties along with the operational needs of the library department. The University shall respond to the request within thirty (30) calendar days unless otherwise provided for in local procedures. The University is supportive of flexible work arrangements when the arrangements meet the objectives of the University as well as the employee's needs.
3. Denials of written requests for flexible work arrangements shall be in writing, and shall include reason(s) for the denial, which shall not be arbitrary or capricious. If questions about the denial of a flexible work arrangement are still outstanding, Librarians may appeal to the next level of supervision or local library Human Resources.
4. The University may require a temporary adjustment to flexible work arrangements based on operational or emergency needs. These temporary changes will be made with as much notice as feasible and with due consideration that sudden schedule changes can be disruptive and difficult for a librarian.
5. Nothing in this article precludes a change in the flexible work arrangement resulting from a remediation plan as outlined in Article 4 or the result of the Corrective Action processes outlined in Article 23.
6. Nothing in this Article precludes a change in the flexible work arrangement to address a performance concern related to the terms of the flexible work arrangement.
7. This article is not subject to arbitration except for allegations that the University failed to follow the timelines as set forth in A.2, B.2, C.2, and D.4. Allegations that any other provisions of this Article were violated can only be grieved up to Step 3; the University's Step 3 response shall be final.

B. ALTERNATE WORK SCHEDULES

1. As part of a flexible work arrangement, a librarian may request an alternate work schedule (such as a shifted workweek, shifted hours, etc.). Alternate work schedules

may include hours outside of the library building's operating hours.

2. When the University modifies or terminates such an alternate work schedule component of a flexible work arrangement, librarians shall be given at least thirty (30) calendar days' notice.

C. HYBRID-LOCATION ARRANGEMENTS

1. As part of a flexible work arrangement, a librarian may request a schedule that includes working remotely outside of the campus work location as part of their regular work schedule (a hybrid-location arrangement).
2. When the University modifies or terminates such a hybrid-location component of a flexible work arrangement, the librarian shall be given at least thirty (30) calendar days' notice.
3. In accordance with local policy and procedure, librarians with a hybrid-location arrangement may request remote office ergonomic equipment and computer peripherals that are necessary for their work.

D. FULL-TIME REMOTE WORK ARRANGEMENTS

1. A full-time remote work arrangement occurs when either a librarian is hired as a remote worker or when a librarian requests and is granted a flexible work arrangement that includes 100% of the librarian's schedule as working remotely.
2. Librarians with a full-time remote work arrangement may also request an alternate work schedule (section B above).
3. In accordance with local policy and procedure, librarians who have a full-time remote work arrangement may request remote office ergonomic equipment and computer peripherals that are necessary for their work.
4. When the University modifies any work location component of a full-time remote work arrangement, the following minimum notice provisions shall apply, however, nothing in this article shall preclude a location from providing a longer notice according to local procedures or the terms of an employee's appointment/offer letter. Within thirty (30) calendar days of this notice of modification, the librarian shall either:
 - a. accept the modification; the change will go into effect within sixty (60) calendar days after receipt of response from the librarian unless there is mutual agreement to alter the timeline; or,

- b. volunteer for reassignment to another vacant fully remote position according to Article 7.D.5. If the volunteered reassignment is not approved, and the librarian does not accept the modification per section 4.a, then the librarian may be separated from employment by the University no less than sixty (60) calendar days after the reassignment determination; or,
- c. decline or fail to respond to the modification, in which case the librarian may be separated from employment by the University no less than ninety (90) calendar days after the notice of modification.
- d. If a librarian is separated from employment by the University pursuant to 4.b or 4.c, Article 23 of this collective bargaining agreement shall not apply.
- e. Modification of a full-time remote work arrangement shall not be initiated as a substitute for Corrective Action or Dismissal pursuant to Article 23 or a remediation plan as outlined in Article 4. However, modifications may be made consistent with A.6 above due to performance concerns related to the terms of the full-time work arrangement.