

GUIDE FOR UNITS ON APPROVING HYBRID/REMOTE REQUESTS OUTSIDE THEIR DEPARTMENTS

Background

As communicated by President Capilouto in March, the final guidelines for work location launched after extensive research, exploration and community feedback related to remote and hybrid work. The culmination of the work of over 50 individuals across campus has arrived with the launch of the official hybrid or remote request form and effective guidelines.

The President's cabinet has completed the formal process of determining positions eligible to apply for remote or hybrid work. The President's Cabinet members may allow unit leaders up to two levels below to make a decision on requests for all employees in their area. The decision submitted by the most senior leader is recorded as the official decision.

Employees eligible for hybrid or remote have access to a link within Employee Self Service (ESS) to officially request the arrangement. Employees will have through September 1, 2023, to make the request. Those who not submitted by that date will be deemed not in compliance with the new guidelines if they continue to work a hybrid or remote schedule.

Upon submission of a request, all supervisors in the employee's hierarchy must review to approve the request up to and including the leader with final designated decision authority. Since the system and workflow structure is based on reporting relationships in SAP, the approval goes up the line of the supervisor's reporting. For employees in dual report positions or whose supervisors report to another unit, communication among all parties will be the key to ensuring decisions on requests are in accordance with the determinations of the employee's unit leadership. The following guidelines are recommended.

Dual report

Some employees are under defined dual reporting relationships. The request for remote/hybrid work will go to the supervisor of record in SAP with subsequent approvals up the supervisor's reporting line. The supervisor shall engage the dual report supervisor in the approval decision in a manner consistent with handling other employee matters in the arrangement. Some supervisors may want an email agreement or some other documented approval from the dual report supervisor before approving the request.

If the remote/hybrid request is approved, the terms of the arrangement should be communicated by the supervisor of record to the employee and the dual report supervisor.

Example: An employee in a college reports to a supervisor in a central unit. College leadership and the supervisor previously agreed the employee's position was eligible for hybrid work. The employee submits a request for 3/2 hybrid schedule. The supervisor checks with college leadership to confirm their agreement with the 3/2 schedule before approving the request.

Supervisor outside the employee's unit

Some employees report to supervisors who do not fully report within the same unit. This most commonly happens with faculty working within a center or faculty administrators with a role outside of their department. In those instances, the approval will go up the line of the supervisor's academic department rather than the employee's unit.

Position eligibility should have been determined by the supervisor and the employee's unit leadership and communicated to the final approver in the supervisor's reporting line. For approving requests, the following steps are recommended:

1. When the supervisor receives email notification of the request, they forward the request to the final approver in the employee's unit and to all in their own supervisory line.
2. The final approver in the employee's unit gives email approval to all copied.
3. Once all approvals are completed in myUK, the supervisor emails the agreement to the final approver for the employee's unit records.

Example: A faculty member has a research role in a center and supervises one center employee in a remote/hybrid eligible position. The center director has final approval authority for center employees. The faculty member's academic home is in another college where the dean has final approval for remote/hybrid agreements. When the faculty member receives the remote/hybrid request, they forward the request to the center director, their department chair and their dean. The center director gives email approval for the agreement. The faculty member, chair and dean then complete the approval actions in myUK. Once all approval actions are done, the faculty member emails the agreement to the center director.

Example: A faculty member has a college-wide administrative role as an associate dean with two employees reporting to them. As associate dean, they report directly to the dean, but their reporting relationship in myUK shows their department chair as supervisor. The dean gave direct reports final approval authority. When the faculty member receives the request, they forward to the department chair and let them know that the request is approved in their associate dean role. They then approve the request and the chair approves as well. Approval is then final.

If an approver receives a request for an employee not within their line of authority, they should check with the supervisor. It is the responsibility of the supervisor to ensure the agreement is in accordance with the decisions set forth by the employee's unit leadership.

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