

Faculty Remote Work Policy

Contents

- I. [Title](#)
 - II. [Policy](#)
 - III. [Definitions](#)
 - IV. [Relevant Federal and State Statutes](#)
 - V. [Relevant UT System Policies, Procedures and Forms](#)
 - VI. [Who Should Know](#)
 - VII. [UTA Office\(s\) Responsible for Policy](#)
 - VIII. [Dates Approved or Amended](#)
 - IX. [Contact Information](#)
-

I. Title

Faculty Remote Work Policy

II. Policy

A. Purpose

The purpose of this policy is to provide for the administration of remote work for faculty of The University of Texas at Arlington (“UTA”). UTA recognizes that remote work can often optimize the needs of the University and our faculty and supports remote work arrangements where possible. This policy sets forth the requirements and expectations of UTA for faculty who are granted the opportunity to work remotely.

UTA desires to support flexible work arrangements that are beneficial to both administration and faculty. This policy is intended to preserve the freedoms that characterize how faculty perform their responsibilities while ensuring the administration’s ability to limit the logistical anomalies that inevitably arise from employees working entirely remotely. This policy is not intended to restrict or limit the manner in which faculty have customarily performed their regular duties and responsibilities.

Faculty members normally perform teaching, research, and service utilizing a combination of on-campus, home, and other locations. A Remote Work Agreement (“RWA”) is not needed for this usual and customary work arrangement and references in this policy to remote work do not include such customary practices. An RWA is needed when the faculty member, chair or equivalent, and/or dean decide that the performance of job duties

can (or will) take place at a designated remote location that is off campus exclusively during a determined period of time. In such instance the remote work approval must be articulated in an RWA.

This policy applies to all full-time active status University faculty members according to title definitions in the [faculty typology](#). It does not apply to faculty members who are currently on leave status.

This policy does not apply to accommodation requests for disabilities. For any such accommodations, refer to existing policies and procedures.

B. Types of Remote Work

UTA considers remote work to be a viable alternative work arrangement in cases where there is a legitimate need to permit remote work for the overall benefit of the University. Therefore, remote work may be performed by faculty members who are specifically hired to work remotely for a purpose that is beneficial to the University or by faculty members who have entered into a RWA. The precise details of any RWA will be determined in consultation between the faculty member and the chair or equivalent and/or dean (or, for faculty members with a 100% administrative appointment, in consultation between the faculty member and their immediate supervisor, the Dean if applicable, and the Provost).

C. Remote Work Agreement

A RWA is required to document the remote work arrangement when an individual faculty member seeks to work remotely. The faculty member may request a RWA but is not entitled to work remotely without the required approvals. The duration of an RWA shall not exceed 12 months but may be continually renewed for up to another 12 months after the reassessment and approval of the chair, or equivalent, and/or dean (or, for faculty members with 100% administrative appointment, in consultation between the faculty member and their immediate supervisor, the dean if applicable, and the Provost).

D. Eligibility Criteria

There are various tax, benefit, and employment law considerations when allowing a faculty member to work remotely on a regular basis.

Eligibility for remote work pursuant to a RWA is generally limited to UTA faculty located within the State of Texas, preferably in the Dallas/Fort Worth area.

Remote work outside the state of Texas requires additional justification and approval by the President. International requests will only be approved under exceptional circumstances with presidential approval.

E. Determining Whether a Position or Faculty Member is Right for a Remote Work Agreement

1. A position may be considered suitable for remote work if some or most of its responsibilities can be performed away from the regular campus work location. This change in work location should not negatively impact job performance. The determination should be based on the type of work, not just on faculty member performance.
2. A faculty member must demonstrate the following to be considered for remote work:
 - a. The faculty member meets or exceeds expectations on their annual reviews.
 - b. The faculty member has a thorough knowledge and understanding of the job tasks and operations for which they are responsible.
 - c. The faculty member performing the job has a history of reliable and responsible accomplishment of work duties.
 - d. The faculty member has the ability to meet all necessary components of the RWA.

F. Approval Process

A request for a RWA is completed by the faculty member and their department chair or equivalent. Once approved by the department chair or equivalent, the final request for approval will be sent to the dean or designee responsible for approving remote work. The dean may delegate authority for approval to an associate/assistant dean. Faculty members with a 100% administrative appointment need approval from their immediate supervisor, the dean if applicable, and the Provost. Requests for a RWA outside of Texas must be approved by the president.

1. Faculty are required to update their remote work address identified in their RWA with the Office of Human Resources before commencing remote work and whenever their remote address changes, even if that change is temporary using the HR Employee Change of Address Form.
2. To ensure compliance with all state, county, and local tax laws and unemployment requirements, the department must notify the Payroll Services department immediately upon approval or change of

remote work site outside of the State of Texas. Additional costs associated with managing remote work (tax liability, benefits and other costs associated with remote work) will be charged back to the individual unit.

3. Faculty approved to work remotely outside of the State of Texas must consult with the Employee Benefits department regarding changes to coverage and assume sole responsibility for complying with all laws, rules, and regulations; including but not limited to, any applicable state income tax regulations for their location.
4. Faculty have the right to appeal the denial or termination of an RWA through the regular faculty grievance policy [AA-FH-PO-06](#).

G. Remote Work Location for International Employees

1. For individuals who are not a US citizen or green card holder (e.g., H-1B, TN, E-3 or J-1 status-holders), a change or addition of employment location (including permission to work remotely from within the United States) may result in the need to update the faculty member's immigration record or the filing of an amendment petition with US Citizenship and Immigration Services (USCIS). International faculty members must maintain a UTA campus office location while working under an RWA.
2. Before permitting a change in or addition to an employment location for a visa holder employee, the department should consult with the International Employment Coordinator in the Office of Human Resources to determine what steps, if any, are required to ensure ongoing compliance. The potential costs associated with any required immigration filings are the responsibility of the department and may not be passed on to the faculty member.
3. Any required immigration steps, including the filing of an amendment petition, should be completed before the faculty member is permitted to work remotely. To allow sufficient time for the various immigration-related processes, the department should consult with the International Employment Coordinator as early as possible in the process.

H. Employment Relationship

All forms of remote work imply an employer/employee relationship, with the faculty employee receiving the same benefits and having the same responsibilities as a faculty employee who is not working remotely. Employee benefits including leave time, holidays, compensation, etc. are not affected by an employee's remote work.

The RWA does not constitute an employment contract and does not create a property interest in employment.

I. Termination of RWA

Termination of an RWA before the agreed-upon conclusion date could involve great cost and inconvenience both for the University and the faculty member. It is understood that such an action should not be taken without due consideration.

1. An RWA must be for a defined time period, as stated in the RWA, but may be renewed, if necessary for the benefit of the University. A new RWA must be completed if an employee changes employment positions within UTA.
2. RWA's will be reviewed on an annual basis to ensure that the arrangement meets the department's needs and complies with all applicable requirements.
3. The RWA is voluntary and UTA reserves the right to suspend or terminate the RWA for any period and for any reason, including public-health requirements of federal, state, and/or local law. The RWA may be terminated by UTA or by the faculty member with thirty (30) days written notice of termination.
4. Possible conditions for termination of the RWA include:
 - a. A shortfall in the quantity or quality of the faculty member's work that continues to decline after coaching as compared to the faculty member's previous work or those who work on site, and that cannot be attributed to any other factors.
 - b. The inability to obtain a prompt response from the faculty member within a reasonable period of time.
 - c. The supervisor determines remote work is no longer in the best interest of the unit.
5. When the RWA is terminated, the faculty member must immediately return to their campus work place any materials, equipment, supplies, and property that were provided to the faculty member to support the RWA.
6. UTA will not be held responsible for costs, damages, or losses associated with the termination of the RWA.

J. Office and/or Lab Space

Where applicable, as part of the RWA the faculty member and Chair, or equivalent, and Dean should determine the status of any on campus office or lab space regularly occupied by the faculty member, during the time period of the RWA, so that determinations can be made about how to utilize the space for the duration of the faculty member's physical absence.

K. Information Security and Equipment

1. Faculty may not compromise the confidentiality or security of UTA information due to remote work or remote computer access. This includes maintaining data security and confidentiality to the same degree maintained by UTA on campus. Faculty must comply with the policies and guidelines of proper use of information technology. Breaches of information security, whether by accident or design, while working remotely may result in the termination of the RWA and/or disciplinary action.
2. Faculty are required to use any UTA-issued or UTA-approved equipment and software when performing work for UTA. UTA, in consultation with the faculty member, may determine the appropriate equipment and internet needs—for each RWA. Faculty will need access to a high-quality internet connection to perform their duties. If the department has approved faculty to use a personal mobile device while on RWA, the faculty must consult with IT to arrange appropriate set-up of the mobile device. Faculty are responsible at all times for the access, use and security of their mobile devices. Approval to use non-UTA issued mobile devices can be revoked at any time.

III. Definitions

None

IV. Relevant Federal and State Statutes

None

V. Relevant UT System Policies, Procedures and Forms

UTA Faculty [Remote Work Agreement](#)

UTA Policy [AA-FH-PO-06](#) *Faculty Grievance*

UTA Form [HR-E-F23](#) *Employee Change of Address*

VI. Who Should Know

All faculty.

VII. UTA Office(s) Responsible for Policy

Responsible Officer: Chief Human Resources Officer

Sponsoring Department: Human Resources

VIII. Dates Approved or Amended

August 18, 2021

IX. Contact Information

For questions regarding this policy, contact askhr@uta.edu.

Send notifications of errors or changes to: policysite@uta.edu.