

Alvarez College of Business

Fall 2023 Remote Work Guiding Principles

The Alvarez College of Business (ACOB) recognizes the need to balance the desire for remote work by staff members with the need to adequately serve our students and collaborate with other faculty and staff. Further, we recognize that the business needs of each office and department within the College differ and the responsibilities of each staff member may or may not support remote work. Therefore, decisions regarding remote work arrangements are at the discretion of the associate dean, assistant dean, or department chair (unit leaders) leading each unit.

Remote work is not entitlement, but rather a benefit that hinges on responsibility, accountability and performance. Unit leaders are accountable for ensuring each staff member under their supervision fulfills the responsibilities entrusted to him/her. Unit leaders must set expectations to meet with staff members (individually and as a group) and renew such expectations noting that the remote-work privilege can be removed, if performance deteriorates.

All remote work arrangements will be guided by the following principles.

- Remote work arrangements will be based on the nature of the work that is done by each position and the business needs of the office. Remote work arrangements must be managed in such a way that sustains service levels, quality of work, and productivity across the department. Individuals working within the same office may have different remote work arrangements. Individuals with the same titles across different offices may have different remote work arrangements.
- All offices/suites must remain open during regular business hours. Departments that share offices/suites should coordinate schedules to ensure adequate staffing, including accounting for planned leave. Students (work study, graduate assistants, etc.) may be used as a substitute for staff presence for brief periods (e.g., lunch breaks) and emergencies (e.g., family emergency), generally not exceeding one day. Extended leaves of more than one week will be handled on a case-by-case basis.
- Staff members on hybrid work schedules will work no more than two (2) remote days per week.
- Supervisors may limit remote work for new employees or based on employee performance.
- When working remotely, employees are expected to be responsive and available for meetings and other tasks just as they would be if working on campus. Supervisors will work with each employee to establish expectations for use of communication tools (e.g., email, Teams, Zoom, etc.).
- Employees are expected to be physically present for required in-person meetings and events, even if those meetings or events occur on a day that the employee would work remotely. Relatedly, employees are responsible for completing projects on time, even if the due date is a remote day.

- All new employees will work on-campus through their probationary period, or until the supervisor is able to gauge employee performance.
- Remote work arrangements must be consistent with all UTSA policies and documented appropriately. Any changes to UTSA policies that directly impact these principles will supersede the principle impacted.
- All staff with a remote work arrangement must complete a [remote work agreement](#) at least annually and any time they change positions.