SPACE SCIENCE AND ENGINEERING CENTER
University of Wisconsin-Madison

SSEC Remote Work Guidelines

**Please work with your supervisor on a Remote Work Agreement (RWA) that meets the below guidelines. The official request is through MyUW -> Personal Information -> Update My Personal Information -> Remote Work Agreement.

A. Introduction:

The purpose of this document is to provide guidelines for UW-Madison Space Science and Engineering (SSEC) staff in relation to remote work. The guidelines outlined in this document follow UW-Madison's Remote Work Policy and Office of the Vice Chancellor for Graduate Research and Education (OVCRGE) guidelines.

SSEC understands employee desire for flexibility with regards to remote work, but also recognizes the importance of in person collaborative interactions. These guidelines intend to balance the two for mutual benefit to the employee and the Center. Remote work environments should be similar to on-campus work conditions where an individual can ensure productivity levels similar to working on campus. Employees working in a remote environment should be free from regular distractions to their work responsibilities. When discussing confidential matters (e.g., protected health information (PHI), contracts) in virtual meetings, employees should ensure that their immediate remote work environment is separated from non-business activities and individuals and that they are properly safeguarding confidential information, including internal, sensitive, and restricted data. An employee must ensure that their remote workspace has the privacy, physical and technical security, appropriate equipment, software, and internet access to adequately perform their work responsibilities.

It is important to note the definition of remote work (a work arrangement in which some or all work is performed at an off-campus work site such as home or in an office space near home). This definition does not include workplace flexibilities, research trips, sabbaticals, or permanent off-campus work sites established by the university. Workplace flexibility includes work that is performed at an off-campus work site on a sporadic basis and does not follow a regular, repeated schedule. Examples of workplace flexibilities include working remotely for the remainder of the day after a doctor's appointment, working from home while waiting for a furnace repair professional, working remotely during severe weather, or an employee traveling for 2 weeks and checking email sporadically.

B. Standard Hybrid Remote Work Model

It is expected that a significant majority of the work being performed by SSEC staff will be completed on campus and in-person. We expect the majority of staff who request remote work will fall under a standard hybrid approach. The number of days allowed working remotely per week and when they are scheduled will be dependent upon a conversation between an employee and supervisor, but should not exceed more than <u>two</u> days per week.

The approval of a regularly scheduled hybrid work option will be based on the below factors:

1. Job responsibilities (e.g., jobs that require physical presence for effective performance are not suitable for remote work), including established expectations regarding job tasks, duties, and other events where in-person participation is expected (such as group or department meetings, office hours, seminars or trainings, etc.)

2. The effective functioning of the overall unit (e.g., a vibrant, welcoming environment; trainees or new staff may need in-person assistance; flow of information may be shared more quickly among those physically present)
3. Employee performance
4. Equipment needs, workspace design considerations, office space, and scheduling issues;
5. Adverse impact between employees with similar job responsibilities in the work unit (e.g. preventing inequities)

C. Non-Standard Remote Work
Situations may arise where the standard hybrid remote work model is not sufficient. These situations will require additional review and approval from SSEC leadership before being routed to OVCRGE and Campus for approval. These may include the following situations:
1. International Remote Work
   a. Requests related to international remote work may be allowed for **limited temporary** situations for business necessity (e.g. doing research and need to travel to relevant site).
   b. Requires approval by the Vice Chancellor, with consultation from Export Control and Cybersecurity.
2. Remote Work Outside of Wisconsin
   a. Requests related to 100% remote work outside Wisconsin may be allowed for limited situations for business necessity and where the work is enhanced by working remote (e.g. lobbyist who needs to work from Washington DC to collaborate with others).
3. More Than 2 Days Remote Work Within Wisconsin
   a. Requests related to remote work in Wisconsin exceeding 2 days (and the general local area) may be allowed for limited situations for business necessity and where the work is enhanced by working remotely
4. Foreign National working Offsite
   a. Immigration status may be affected; please consult with SSEC HR and International Faculty and Staff Services (IFSS).
5. Remote Work as a Disability Accommodation
   a. Please contact the OVCRGE Divisional Disability Representative (DDR).

D. Process for Requesting Standard Hybrid and Non-Standard Remote Work
Remote work agreements must be reviewed and approved by SSEC Leadership annually. The agreement will have to outline UW-owned equipment being used remotely, workspace safety and functionality, and data privacy and security. If working internationally, a business necessity, as well as consultation with export control, will also be required.
1. Supervisor and employee should discuss remote work options, including whether or not the remote work is feasible and appropriate.
   a. If both employee and supervisor agree, the schedule that would best fit the arrangement, as well as expectations and requirements for attending meetings, trainings, and other onsite events should be discussed.
   b. If employee and supervisor don't agree on a remote work plan, the employee has the option to raise concerns with SSEC Leadership.

2. A Remote Work Agreement is initiated through an employee's MyUW (under Personal Information>Update My Personal Information). For instructions on how to access the agreement, please refer to the [Employee Access to Remote Work Agreement](#) document.
3. Employee must complete all sections of the form and submit for supervisor review. For assistance completing the sections of the form, please see the [Employee Checklist for Completing a Remote Work Agreement](#) document.
4. The supervisor will review the employee's request, add any additional comments or documentation, and pass on to SSEC Leadership for review and approval.
5. SSEC Leadership will review all requests to ensure they follow SSEC guidelines, are equitable across the center, and take into consideration all project responsibilities of the employee.

E. Resources
    1. [Remote Work Policy Overview](#)
    2. [Remote Work: Guidance and Resources for Employees](#)
    3. [Remote Work: Guidance and Resources for Supervisors](#)
    4. [Employee Checklist for Completing a Remote Work Agreement](#)
    5. [Remote Work Assessment for Managers](#)
    6. [Employee Access to Remote Work Agreement](#)
    7. [Telecommuting / Remote Work Agreement Tip Sheet](#)