

Local Flexible Work Standards & Expectations

UC ANR seeks to be an employer of choice that provides a work environment that attracts and supports a diverse set of talented employees. The University can advance its goals, promote efficiency and help employees balance work and personal responsibilities through the use of flexible work. It is important for managers and employees to know that flexible work options are possibilities, not guarantees. Not all positions lend themselves to flexible work arrangements; moreover, agreements for flexible work can be modified or revoked in accordance with the needs of UC ANR.

As such, UC ANR has developed a set of [Flexible Work Guidelines](#) to be implemented universally in all UC ANR offices across the state with all employees, regardless of funding source, unless employees have approved flexible work agreements on file with UC ANR HR.

Each unit Director has the authority and responsibility to set an appropriate standard for all employees within the Flexible Work Guidelines and in collaboration with their leadership. If appropriate, the Director should also consider the County requirements and expectations of the location(s) served.

Guidelines

- 1) These standards and expectations mirror the UC ANR Second Street standards and expectations.
- 2) Use the standards and expectations to set minimums, consider special circumstances and be transparent on what is expected.
 - a) County paid employees will follow the same standards as UC employees, unless County policies are more restrictive.
 - b) These forms are for local use, however, sending a completed copy to HR would be helpful for supporting the Directors plan and expectations.
- 3) The standards and expectations give directors and leadership the tools to set unit expectations and establish common language to explain the standards and expectations. Employees do not need to “agree” to the standards and expectations.
- 4) This does not replace the [Flexible Work Guidelines](#) or the Flexible Work Agreement Form, but gives you common language, authority and ability to set local standards and expectations.
- 5) Local standards and expectations should be reviewed and affirmed annually, with changes made as needed to address critical and emergent items.
- 6) Please be mindful of the language relative to “Multi-County Employees”. These employees are still required to meet the expectations of both locations, but time is split between.
 - a) If one location requires five days in the office and the other two, then a local agreement between the area and county directors is needed.
- 7) If employees do not meet the standards and expectations, it is a performance concern and collaboration with ELR.

Use

- 1) Confirm the definition of *on-site work* with your employees:
 - a) Working in the physical office, at a conference/meeting, in the community working with collaborators, doing field work, delivering educational programs, participating in community events, collecting samples, hosting education programs and trainings. Essentially everything except for working at home.
- 2) Be familiar with the standards and expectations of the various employees working in UCCE offices.
 - a) The tables outline the minimum expectations.
 - b) Employees with similar positions should have similar expectations.
 - c) For employees with state program responsibilities and multi-county appointments, do your best to coordinate and align expectations to ensure safety, accountability and to avoid confusion and undue burdens.
- 3) We will convert the document into a fillable PDF for your use and records.
 - a) Create a master list by position type with details on each employee
 - b) Create a master list for the entire unit with details on each employee
 - i) Pick a system that works for you
 - c) For employees not working 100% of their FTE on-site, when possible, encourage a consistent schedule to ensure shared office space is available and knowledge of employee whereabouts.
 - i) This will be essential in times of emergency to identify and account for employee locations.

Individual Flexible Work Agreement Approval Process & Workflow

- 1) All employees are expected to come into the office to work the approved standard.
- 2) For exceptions, the Employee submits the Flexible Work Agreement Form (FWA) to supervisor for review.
- 3) Supervisor reviews, discusses expectations with the employee and submits to the Unit Director for approval.
- 4) Unit Directors make the final decision. If approved, the Unit Director submits the approved form to Human Resources.
- 5) Exceptional approval from the appropriate AVP is required for any request for fewer than 2 days on-site, including 100% remote work arrangements and for temporary out of state assignments.
- 6) Human Resources places FWA forms in the employee's personnel file and reviews documentation periodically to evaluate for equitable application of the policy.

Policy Considerations

Multi-County/Unit Employees – Directors with employees residing in multiple locations/units should coordinate together on any requests for in-office expectations or exceptions. Employees in this situation may be required to hold more in-office days than others to meet the expectations of both units, but collaboration is required.

Employees with Visa Restrictions – Employees with certain visa types and statuses may be required to be in the office for a minimum number of days. The more restrictive standard will take precedence.

County Paid Employees – County paid employees will follow the same standards as UC employees, unless County policies are more restrictive. If a county paid employee has a concern about the flexible work agreement standards, the Director may need to further coordinate with county and UC ANR HR.

Employee Accommodations - Staff who may require specific accommodations determined by way of the Reasonable Accommodation Interactive Process (ADA) are to request a flexible work agreement and work with their direct supervisor and the [Accommodation Management Services Coordinator](#). The standards below and the essential functions of an employee’s position indicate if the position itself is subject the standards, but an individual exception for accommodations may still be made.

Hours of Work – Overtime is permitted only with prior supervisory direction or approval. Some positions may be required to work evenings and weekends according to policy, with advanced direction or permission from supervisor. Schedules for hours outside of the employees typical schedule must be adjusted, with the supervisors approval, in anticipation of overtime or weekend and evening work.

Space - County UCCE Offices unable to accommodate these expectations due to space and safety concerns (construction, natural disaster, temporary relocation needs), need to work with the Director of County Cooperative Extension on alternate plans.

Position Types and Standard Expectations of Flexible Work - This template was built to allow Unit Directors to document the appropriate standard for each employee population and to document if exceptions are in place.

Part-Time Employees – The expectation of UC ANR is for employees to engage with the community and collaborate, therefore the requirement to be in-person is based on days of the week, not percentage of time. Employees Part-Time employees may request an exception to have reduced in-person days, however, it will be based on the position type, county expectations and ability to engage locally as is required for the job. Requests for exception will follow the Flexible Work Agreement request process as listed in the “Individual Flexible Work Agreement Approval and Workflow Process” section above.

On-Site Work - Working in the physical office, at a conference/meeting, in the community working with collaborators, doing field work, delivering educational programs, participating in community events, collecting samples, hosting education programs and trainings.

Occasional Requests - Temporary exceptions for occasional work-from-home requests will be considered on a case-by-case basis for limited periods of time and will be approved in advance by the area or county director. The format is not built to provide individual approvals but to document the unit standard based on each unique unit's circumstances.

Local Flexible Work Standards & Expectations

Department/Unit:

Unit Director:

Email Address:

Date Plan Last Updated:

Describe the department/unit and any special considerations (such as County agreements, expectations for public facing services, etc.).



Administrative Staff

For those employees that interact most frequently with the public via telephone and office walk-ins, presence on site is essential in meeting the needs of the public by connecting them to the appropriate programs, researchers and resources.

It is typical for this population to work in the office 4-5 days a week 80-100% time.

Role	Flexible Work Standard	Exception Reason (FWA forms are required)
Reception/Front Office Staff	<input type="checkbox"/> 100% In Office <input type="checkbox"/> 4 Days In Office <input type="checkbox"/> 3 Days In Office (shared space) <input type="checkbox"/> 2 Days In Office (shared space) <input type="checkbox"/> Exception	
Office Managers	<input type="checkbox"/> 100% In Office <input type="checkbox"/> 4 Days In Office <input type="checkbox"/> 3 Days In Office (shared space) <input type="checkbox"/> 2 Days In Office (shared space) <input type="checkbox"/> Exception	
Account Managers	<input type="checkbox"/> 100% In Office <input type="checkbox"/> 4 Days In Office <input type="checkbox"/> 3 Days In Office (shared space) <input type="checkbox"/> 2 Days In Office (shared space) <input type="checkbox"/> Exception	

Additional Comments



Program Staff

As the extenders of programs, contributions to improving communities via the application of applied research is essential to achieving the UC ANR mission, outcomes and impacts that improve the lives of all Californians.

It is typical for this population to work in the office 2-4 days a week 50-80% time.

Role	Flexible Work Standard	Exception Reason (FWA forms are required)
Community Educators	<input type="checkbox"/> 100% In Office <input type="checkbox"/> 4 Days In Office <input type="checkbox"/> 3 Days In Office (shared space) <input type="checkbox"/> 2 Days In Office (shared space) <input type="checkbox"/> Exception	
Community Education Supervisors/Managers	<input type="checkbox"/> 100% In Office <input type="checkbox"/> 4 Days In Office <input type="checkbox"/> 3 Days In Office (shared space) <input type="checkbox"/> 2 Days In Office (shared space) <input type="checkbox"/> Exception	
Staff Research Associates	<input type="checkbox"/> 100% In Office <input type="checkbox"/> 4 Days In Office <input type="checkbox"/> 3 Days In Office (shared space) <input type="checkbox"/> 2 Days In Office (shared space) <input type="checkbox"/> Exception	
Account Managers	<input type="checkbox"/> 100% In Office <input type="checkbox"/> 4 Days In Office <input type="checkbox"/> 3 Days In Office (shared space) <input type="checkbox"/> 2 Days In Office (shared space) <input type="checkbox"/> Exception	

Additional Comments



Academics

As the leaders of applied research programs and extending that information to positively impact your communities, your presence, engagement and connection to your local community is essential to your professional success and justifies the need for your position among stakeholders, decisions makers and clientele.

It is typical for this population to work in the office 2-4 days a week 50-80% time.

Role	Flexible Work Standard	Exception Reason (FWA forms are required)
Advisors	<input type="checkbox"/> 100% In Office <input type="checkbox"/> 4 Days In Office <input type="checkbox"/> 3 Days In Office (shared space) <input type="checkbox"/> 2 Days In Office (shared space) <input type="checkbox"/> Exception	
Specialists/Project Scientists/Professional Researchers	<input type="checkbox"/> 100% In Office <input type="checkbox"/> 4 Days In Office <input type="checkbox"/> 3 Days In Office (shared space) <input type="checkbox"/> 2 Days In Office (shared space) <input type="checkbox"/> Exception	
CE Specialists	<input type="checkbox"/> 100% In Office <input type="checkbox"/> 4 Days In Office <input type="checkbox"/> 3 Days In Office (shared space) <input type="checkbox"/> 2 Days In Office (shared space) <input type="checkbox"/> Exception	
Academic Coordinators	<input type="checkbox"/> 100% In Office <input type="checkbox"/> 4 Days In Office <input type="checkbox"/> 3 Days In Office (shared space) <input type="checkbox"/> 2 Days In Office (shared space) <input type="checkbox"/> Exception	

Additional Comments



Multi-County Employees (or other unique scenarios)

Employees may have multiple location assignments. For those employees that interact most frequently with the public via telephone and office walk-ins, presence on site is essential in meeting the needs of the public by connecting them to the appropriate programs, researchers and resources.

Individuals working in multiple locations are required to coordinate with both department/unit heads to come to an agreement on their in-person schedule, but to continue to be in-office no less than the approved schedule, unless otherwise approved.

It is typical for this population to work in the office 4-5 days a week 80-100% time.

Role	Flexible Work Standard	Exception Reason (FWA forms are required)
Multi-County Community Educators	<input type="checkbox"/> 100% In Office <input type="checkbox"/> 4 Days In Office <input type="checkbox"/> 3 Days In Office (shared space) <input type="checkbox"/> 2 Days In Office (shared space) <input type="checkbox"/> Exception	
Multi-County Advisors or CE Specialists	<input type="checkbox"/> 100% In Office <input type="checkbox"/> 4 Days In Office <input type="checkbox"/> 3 Days In Office (shared space) <input type="checkbox"/> 2 Days In Office (shared space) <input type="checkbox"/> Exception	
Other:	<input type="checkbox"/> 100% In Office <input type="checkbox"/> 4 Days In Office <input type="checkbox"/> 3 Days In Office (shared space) <input type="checkbox"/> 2 Days In Office (shared space) <input type="checkbox"/> Exception	

Additional Comments