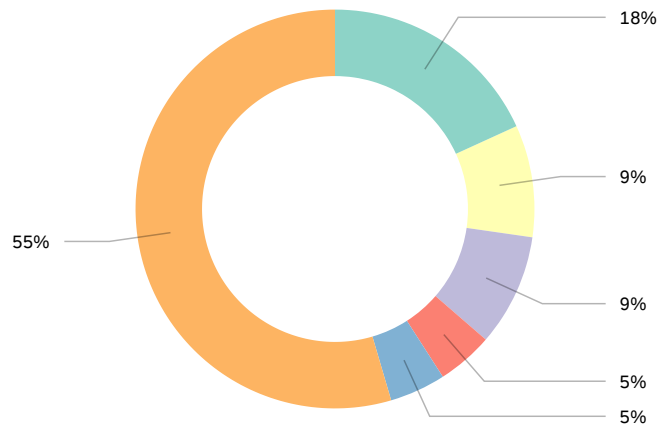


Default Report

TASSCUBO Remote Work Survey

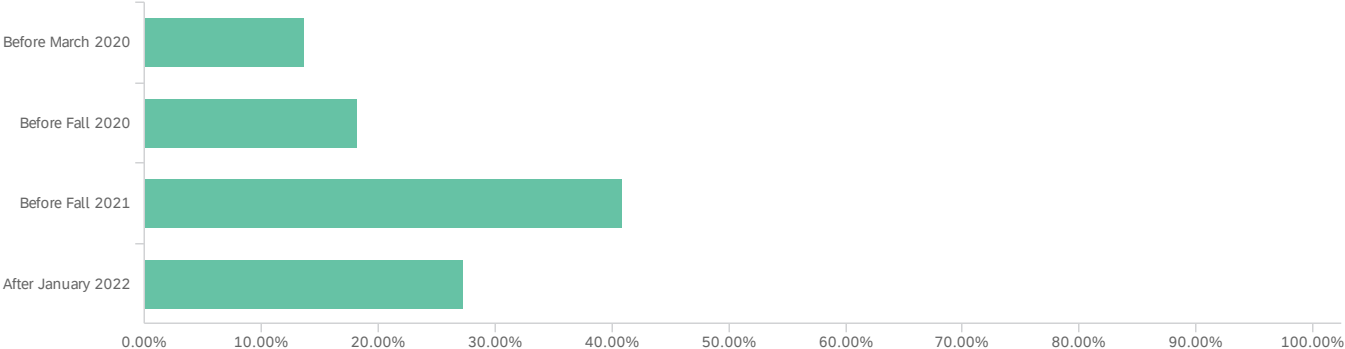
October 11, 2022 2:17 PM MDT

Q9 - How long has the remote work policy been in place?



less than 1 year 1-2 years 2-3 years 3-4 years 4-5 years more than 5 years

Q11 - When was the remote work policy last revised?



Q12 - With regard to your institution's remote work policy and practices, what is working?

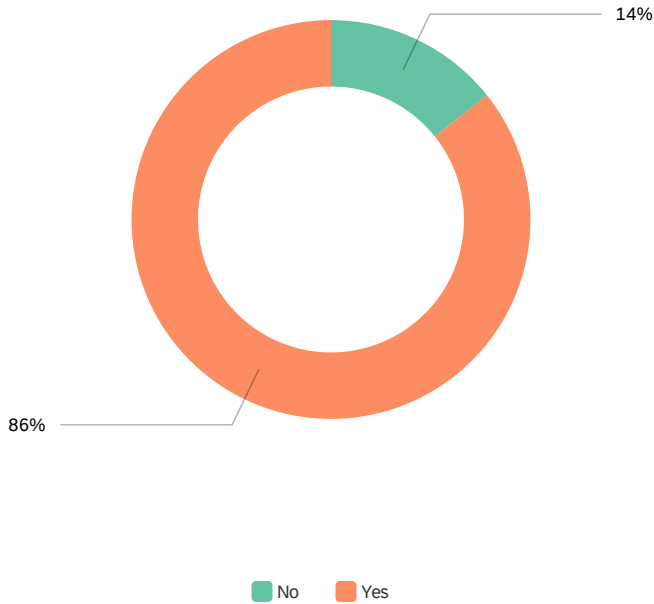
What is not working?

Q13 - Has remote work posed any challenges for the institution?

#	Field	Choice Count
1	No	14.29% 4
2	Yes	85.71% 24

28

Showing rows 1 - 3 of 3



Q14 - How has remote work benefited the institution?

How has remote work benefited the institution?

Attraction and retention of key talent due to increased flexibility with work location.

Not to any great extent. Our students seem to prefer to come to campus for classes.

Continuity of operations during COVID-19; ability to retain employees.

Yes, employees are enjoying hybrid and full remote working agreements, so this leads to better morale. Also, employees are more productive.

As an institution, we have been able to take advantage of costs savings as a result of a decreased need for office space, energy (power), office supplies, and office equipment. Also, remote work practices have expanded our recruiting areas as we are no longer limited to seeking employees who live in closer proximity to the University.

The necessity of remote work due to the pandemic has shifted and further expanded the institution's capacity to evolve in business operations, course offerings, managing human capital and connecting with students. The ability to strategize and respond innovatively is a major benefit to the institution. The institution is viewed favorably for fostering a flexible environment, which in turn maximizes productivity.

It is a great tool for recruiting. It can decrease overhead costs.

Because we do not have an official remote work policy, we are unsure which departments are allowing flex schedules for some staff. At this time, this questions cannot be answered.

N/A

Because we do not have an official remote work policy, we are unsure which departments are allowing flex schedules for some staff. At this time, this questions cannot be answered.

At the end of the day, the added benefit is retention of employees (particularly the highest performers) and attraction of new employees.

Yes

Yes, greatly. We have used as a retention tool for employees who may have otherwise left our organization. We have used remote work to address staffing shortages, space constraints and workloads. Overall it provides for flexibility for the employee, yet structured in a way that assures full services are provided.

Provides options to recruit beyond our geographic boundaries. Flexibility aids with employee retention.

The policy has provided a defined process for how to respond to the requests or to the new position establishments as remote. Additionally, healthcare has certain positions that are industry standard to be done from home such as Medical Coding. This ability has helped with recruitment and retention of particularly these positions. As for the new updated remote policy, it is still a little new to know the impact it has had._

Yes, the ability for some employees to continue to work remotely when they need to be out of the office has provided our small institution the needed resources versus those resources having to take sick/vacation time. A reassessment of the remote work potential for some positions could very likely increase our ability to attract more/better experienced candidates.

Yes, it has allowed us to retain valuable talent and knowledge.

How has remote work benefited the institution?

Remote work certainly benefited the institution during the COVID situation, as it did most other institutions. In a couple of instances, we have been able to recruit and hire higher level talent from outside that area that we were not able to recruit locally.

We have not really felt the effects, however, we've accommodated most requests.

Employee work-life balance and engagement have improved, and services are offered to students in multiple modalities (e.g., advising). Remote or hybrid work has also alleviated space constraints regarding work spaces with implementation of sharing or hoteling arrangements.

Most definitely.. It has shown us that we can work in a non-traditional manner and remain vibrant and accessible for our employee's and students' success. Cost-savings related to facility occupancy, physical assets, and so many other incidental expenses, Improved internal communications throughout the institution Increased talent pool options Reduced employee absenteeism Employees for the most part who work in remote or hybrid environment, state they are more productive and effective than when previously working on campus A noticeable increase in overall employee engagement and wellbeing

It has provided the needed flexibility for the institution to respond to COVID, allowed for work-life flexibility for our non-patient care staff and support positions, reduced the amount of facility space required, increased productivity, and allowed for the recruitment of mission critical positions in the wake of the culture of work mindset change.

Remote work has afforded some employees the ability to remain productive and conduct University business on a temporary part time basis during a work day. Continuity of services to students and employees at times of reduced onsite services has been improved. Remote part time work at an employee's request due to leave situations builds loyalty in employee base, and provides opportunity for continued service to clients.

Permitted us to keep business as usual during COVID shutdowns.

Keeping employees who have been allowed to work from home

It has allowed us to retain employees who otherwise would have left the university. It has also freed up space which we are at a huge space deficit.

Productivity has increased, and utilization of technology has improved. It has reduced the need for additional office space. In addition, it's an excellent recruiting and retention tool.

Q15 - How has remote work benefited employees?

How has remote work benefited employees?

Engagement survey data comments from employees on this topic suggest that the absence of a lengthy commute, and the resulting productivity that is gained has been a benefit. Ability to attend events virtually and feel connected, especially for outlying satellite locations is a positive. During COVID, the ability to adjust and provide childcare needs was especially helpful when some schools were virtual

Flexibility; convenience; reduced usage of accrued time off

Yes, employees are enjoying hybrid and full remote working agreements. Employees who would have normally been out for long periods of time due to surgeries or illnesses are not able to continue working remotely for a period of time. This helps them not exhaust their leave.

Employees spend less time and money commuting to/from work. In addition, employees are able to experience better work-life integration which has resulted in increases in employee satisfaction/engagement/retention.

The staff employees have benefited from work-life balance, reduction in commute expenses/time and the flexibility provided via flexible work arrangement options. These in turn results in increased productivity.

Employee schedule flexibility. Cost reduction in travel time. Whole health care and work life balance.

Because we do not have an official remote work policy, we are unsure which departments are allowing flex schedules for some staff. At this time, this questions cannot be answered.

N/A

Because we do not have an official remote work policy, we are unsure which departments are allowing flex schedules for some staff. At this time, this questions cannot be answered.

In our request for "alternative workplace arrangement" policy we ask the employee the reason why they make such request. Most employees indicated this arrangement allows for added "work-life balance". In addition to work life balance, the lowest paid employees can see some savings by working from home in addition to having additional time for their lives.

Yes

Yes, overall it provides for flexibility for the employee, yet structured in a way that assures full services are provided.

Less use of accrued leave for minor illnesses or periodic needs to work from home (i.e., school closure, care for family members that would permit continued work).

Offers flexibility in managing work-life balance. Many employees see this as a positive.

It has provided flexibility with regard to when some employees work and how they work. The ability, in some cases to provide child care/supervision while working has allowed some employees to keep more accrued vacation/sick time. The remote work environment often provides fewer distractions for employees with heavy workloads, which allows projects to be completed more quickly.

We have a few military spouses who had to move with their servicemember and family who are happy to continue to work with us even though they're in another state.

Remote work has had a positive effect on employee morale, and has provided some employees with needed flexibility.

How has remote work benefited employees?

More flexibility and ease concerns about public transmission of viruses.

Employees have reported higher job satisfaction with greater flexibility, improved engagement and positive impacts on mental health.

In most cases, we see an increase in remote/hybrid employee productivity. Employees state that they are saving money and time with less time spent commuting and less money spent on transportation/gas/insurance/lunch/clothing/reduced childcare costs etc... Employees state they have more disposable income and time for other things. Employees state they appreciate the trust and autonomy of working remote/hybrid with a flexible schedule. Employees state surprisingly that communication has increased and they are now working more collaboratively across the state (less silos). Greater flexibility working beyond a typical campus designated location. Employees state they have more peace, less stress, and improved work-life balance. Employees state they enjoy the personal work environment of working remote.

Based on surveys of staff, better work-life flexibility, increased productivity, utilized as a recruitment and retention strategy.

Employees without leave options benefit from less leave without pay. Less commute time for some employees. Improved work life balance for some.

work life balance

Less commute time and gas savings

In some cases it allowed them continued employment as they were having to relocate due to partners changing jobs. Although not something we want to encourage, during COVID it benefited employees who were struggling to find care for their child(ren).

Employees enjoy a better work-life balance, increased employee productivity, improved morale for participating employees,

Q16 - What are the challenges and what solutions has the institution implemented to meet them?

What are the challenges and what solutions has the institution implemented...

Rapidly deploying the technology infrastructure to support remote work has proven a challenge but new system implementations and upgrades (Microsoft Teams, Onedrive), loaner laptop programs, etc. have been useful. Training individuals on technology and putting structure in place for accountability has also been a focus to ensure business is not disrupted. Flex work and hybrid work policies had to be revamped to reflect a more sophisticated approach to the way we work

challenges: consistency in application of the policy across divisions;lack of clarity on process; overly complex process; concerns over equity.
Solutions: leadership meetings and discussions regarding how the policy is implemented and for which roles; communications to campus including town halls; simplification of the short-term remote work process; required business justification for granting of long-term remote work.

The challenges have been directly related to inconsistencies based on who the supervisor is. HR has worked with supervisors to help them see the importance of the flexible schedule and the benefits that it will bring to the department in the way of increased productivity, culture shift, etc.

Because we do not have an official remote work policy, we are unsure which departments are allowing flex schedules for some staff. At this time, this questions cannot be answered.

Employees want to work remotely even if only one day per week. Many departments showed they could still produce high quality work during COVID, now employees are not willing to go back to pre-COVID schedules. Several have left the university for jobs that are fully remote. At present, we do not have a solution for remote work. However, managers do have the ability to create a flexible schedule that adjust work hours each day and allow employees to leave early. No remote work days are available.

Because we do not have an official remote work policy, we are unsure which departments are allowing flex schedules for some staff. So really can't answer this questions.

There are several challenges, some with possible solutions, some will be to accept this model does not work for all. 1. This arrangement cannot work for all jobs, some jobs must be performed at 100% on campus. Some people may feel this benefit has nothing for them since they cannot participate or request a hybrid schedule. This typically affects the lowest paid positions (i.e. custodians, grounds workers, etc.) 2. Some leaders may not be supportive of a hybrid or fully remote work arrangement. 3. Some leaders are challenged measuring performance of their employees. 4. Employees maybe jumping from one department to another one if additional flexibility exists in other areas. So this may promote more internal turnover overtime.

Some managers were more amenable to remote work than others.

Internet access - the university has provided hotspots for administrators or essential positions. Equipment - the university provides equipment in some instances. Some employees demonstrate a need for greater accountability/supervision than remote work generally provides - the university has counseled managers in options to increase accountability in some circumstances and in others declined to continue remote work (the university does not require camera or keyboard monitoring).

For TTUHSC-Lubbock, it has been whether we allow remote workers to live outside the State of Texas and if so how are they managed? Does their travel to the actual office building get covered under travel or does the employee pay for that? Thus far, we are limited in employees allowed to work from other states as we try to determine best practice and what will work best for us. Travel is department responsibility unless otherwise arranged and agreed to. Other challenges include navigating laws in other states. Identifying appropriate pay scales due to variances in state laws, cost of living factors and local competition in different geographical regions. As a decentralized organizational structure, the same challenges carried over into remote work in that there can be a challenge to ensure similar interpretation and implementation across colleges and departments; however, this is no different than variances in performance management on campus across colleges and departments.

Consistency and fairness is a challenge. Ensuring managers route approval requests appropriately is a challenge. Determining what types of requests will and will not be approved is a challenge. The institution will be providing more education with regard to the appropriate approval of remote work requests (alternative work location requests).

What are the challenges and what solutions has the institution implemented...

There are challenges to recruitment and to retention of staff. These issues are currently being discussed but no solutions have been finalized at this time.

One challenge is creating a remote work policy that is perceived as fair and equitable. Another challenge is training managers how to manage remote workers based on productivity, as opposed to time spent in an office chair. And our primary challenge is ensuring that we have an adequate number of physical bodies in place to address customer concerns and to handle emergency situations. All of these challenges are being discussed, but we have not come up with well-defined solutions as of yet.

UNT has approached remote work initially from a more centralized approach (general, campus-wide parameters) which was not fully successful. Since that time, the university has gathered employee feedback through flexibility focus groups at the division level to identify flexibility options that may be viable to both meet operational needs and employee desires (including options other than remote work for jobs requiring an onsite presence). At present, each Division Vice President determines general parameters at the division level and department heads may work with the Vice President regarding specific arrangements to support their unit's operational needs. It has been difficult to track which employees are onsite, virtual, or hybrid amidst the changing landscape. In addition, supervisors were not all equipped to determine what positions can feasibly work remotely, factors to consider, how to manage a remote/hybrid workforce, and how to implement a mutually beneficial plan. This resulted in the development of training to encourage supervisors to think differently about flexibility in the workplace as not only an employee engagement and retention measure but also as an opportunity to potentially increase productivity. In addition, from a faculty perspective, there continues to be a challenge of managing faculty desires for fully remote teaching responsibilities when the university does not intend to become a majority-online educational provider. The online teaching can also hamper engagement with students, mentoring between junior and senior level faculty, committee work, etc. The university has maintained that it is an expectation for all faculty to be available to report to campus for any of their teaching, service, and scholarly activity to ensure that even with a course assignment containing online classes, the faculty member is still on campus to effectively engage in their responsibilities that reach beyond instruction.

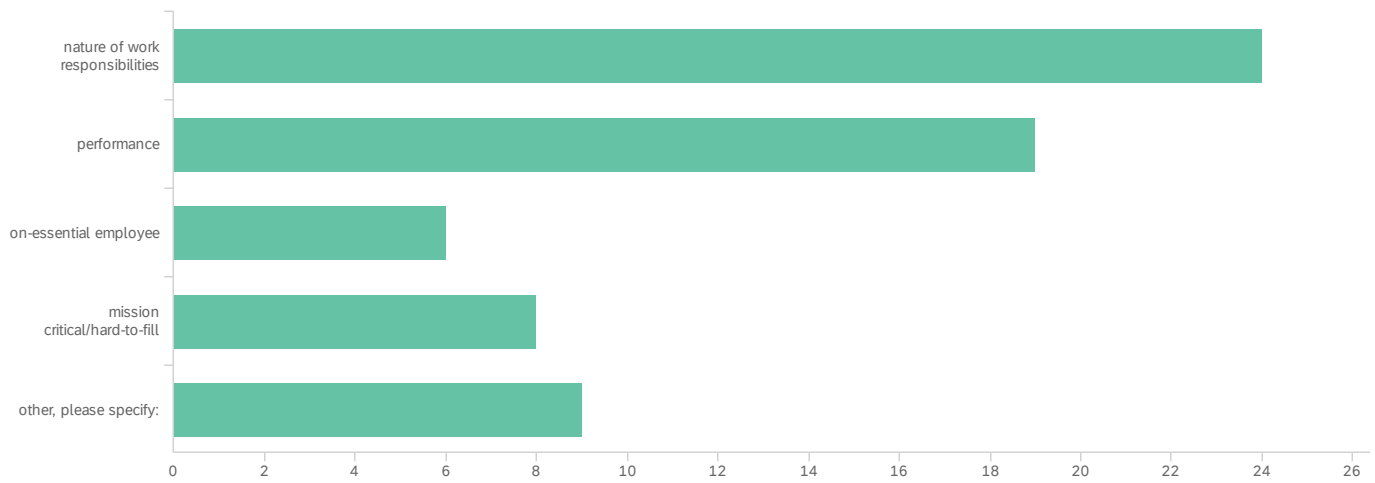
The institution is currently working with internal and external partners to address local and state compliance requirements for out-of-state.

Implemented analysis by managers to assist with determining if a given position is appropriate for remote work, and the manager if prepared to manage remote work and a remote worker. Specifications put in place that non US remote work is not allowed.

Supervisor training has helped with the evaluation issues.

We are working on a pilot program to help in certain areas allow remote work to see if this is feasible for the entire university

Q17 - What are the criteria for eligibility for remote work approval? Check all that apply.



Q11_8_TEXT - other, please specify:

other, please specify:

budgeted position 50 %FTE or greater

Characteristics of the incumbent or applicant, i.e. self-motivated, responsible, results-oriented, comfortable setting priorities and deadlines, work independently, need minimal supervision, effective communicator, adaptable to changing routines and environments.

It could apply to all of the above, however the leaders need to analyze all scenarios.

Needs of the division.

the first three - responsibilities, performance, whether essential

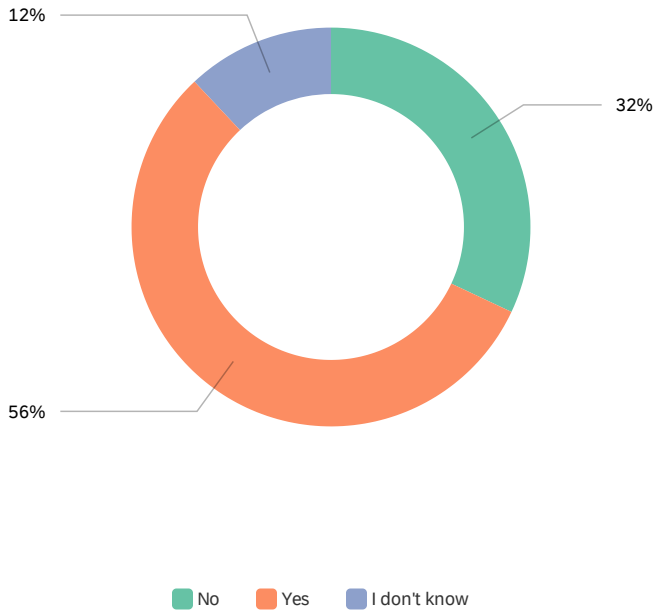
Please refer to page 4 of the policy.

For out-of-state: Exempt FLSA status, non-direct patient care, 100% remote classification, mission critical, not on an International VISA

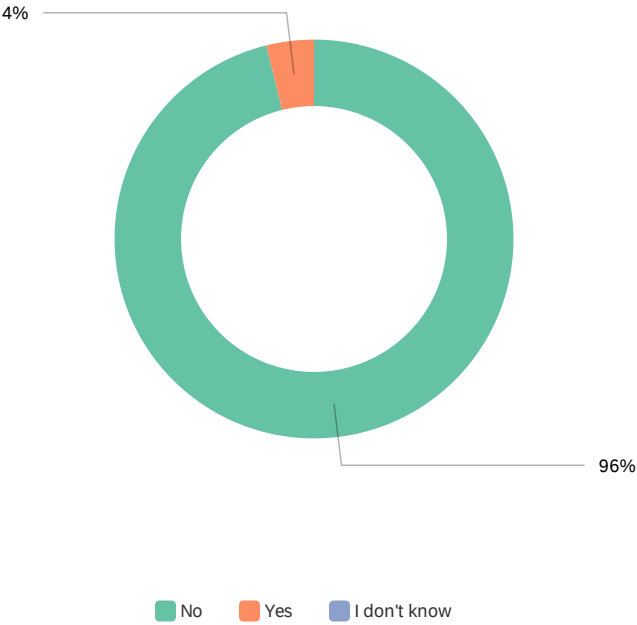
Nature of the job

All the above

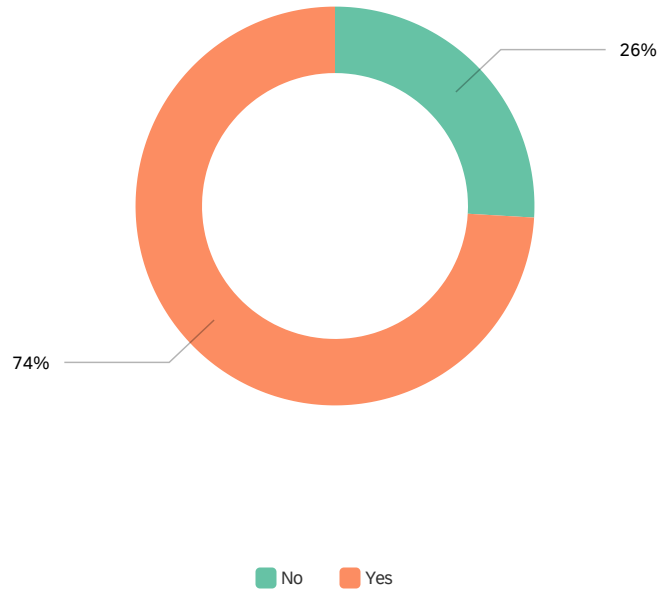
Q18 - Is the remote work approval criteria the same for in-state vs. out-of-state employees?



Q19 - Does your institution charge an administrative fee to hire out-of-state employees?

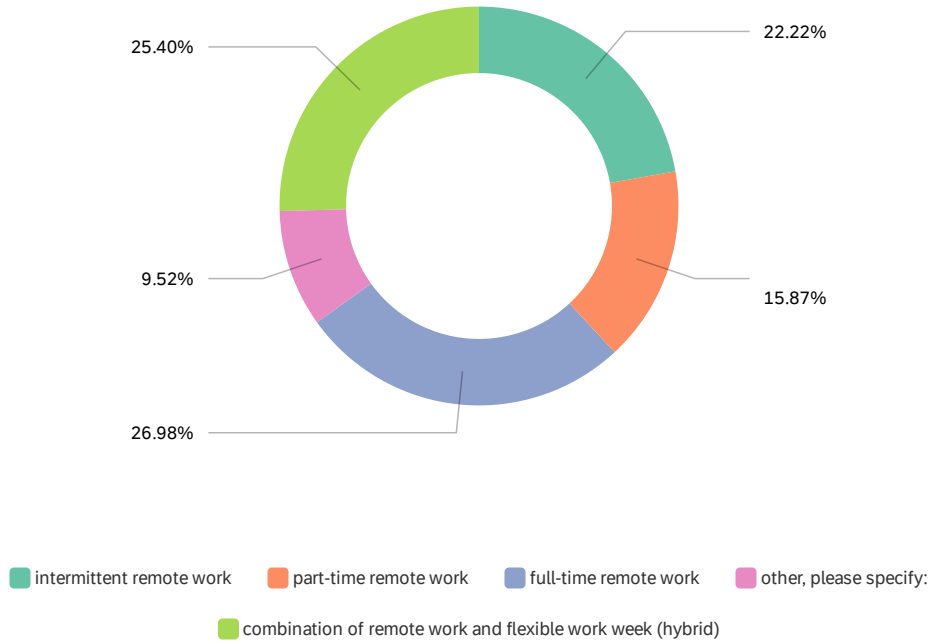


Q20 - Does your institution have different types of remote work (e.g., long-term, short-term, hybrid)



Q21 - If yes, please list the types of remote work offered and a brief description of each.

Check all that apply.



Q18 - If yes, please list the types of remote work offered and a brief descriptio...

#	Field	Choice Count
1	intermittent remote work	22.22% 14
2	part-time remote work	15.87% 10
3	full-time remote work	26.98% 17
4	other, please specify:	9.52% 6
5	combination of remote work and flexible work week (hybrid)	25.40% 16
		63

Showing rows 1 - 6 of 6

Q18_2_TEXT - part-time remote work

part-time remote work

combination of remote work and in-person work

part-time remote work

Staff may request certain hours of the day remotely.

Within division parameters, a department head may approve part-time remote work for an employee based on the position responsibilities, performance of the individual, and operational needs of the unit. This must be formally documented.

remoting less than 40 hrs

Temp part time

Q18_3_TEXT - full-time remote work

full-time remote work

Currently, less than 1% of staff headcount. There are occasions when a new hire is relocating.

Working remotely, within the state and in the proximity to the work location to allow the employee to be in-person for meetings, etc.

Moving to another state. Not a student facing position/

We only have 2 FT remote workers, one is due to recruiting location and one is due to unavailability of high-level local talent

Within division parameters, a department head may approve full-time remote work for an employee based on the position responsibilities, performance of the individual, and operational needs of the unit. This must be formally documented. This also requires Vice President (division level) approval.

100% of standard hours classified as remote

remoting 40 hrs per week

Specific to job function

Q18_5_TEXT - combination of remote work and flexible work week (hybrid)

combination of remote work and flexible work week (hybrid)

Remote work for certain days of the week and a flexible schedule outside of the normal work hours.

Working a hybrid model of some days in and some days remote on a consistent schedule

Within division parameters, a department head may approve hybrid work for an employee based on the position responsibilities, performance of the individual, and operational needs of the unit. This must be formally documented.

1% to 99% of standard hours are classified as remote

Q18_4_TEXT - other, please specify:

other, please specify:

We have 4 categories ON – On Campus 100%, HY - Hybrid Work Arrangement (1% - 79% remote) MR - Majority Remote >= 80% remote, and OA out of area (state and out of DFW area) (100% remote)

combination of remote work and compressed work week, i.e. 4 - 10 hour days

Rotation with other employees within the same work group to allow for accommodations in physical space limitations (Office sharing)

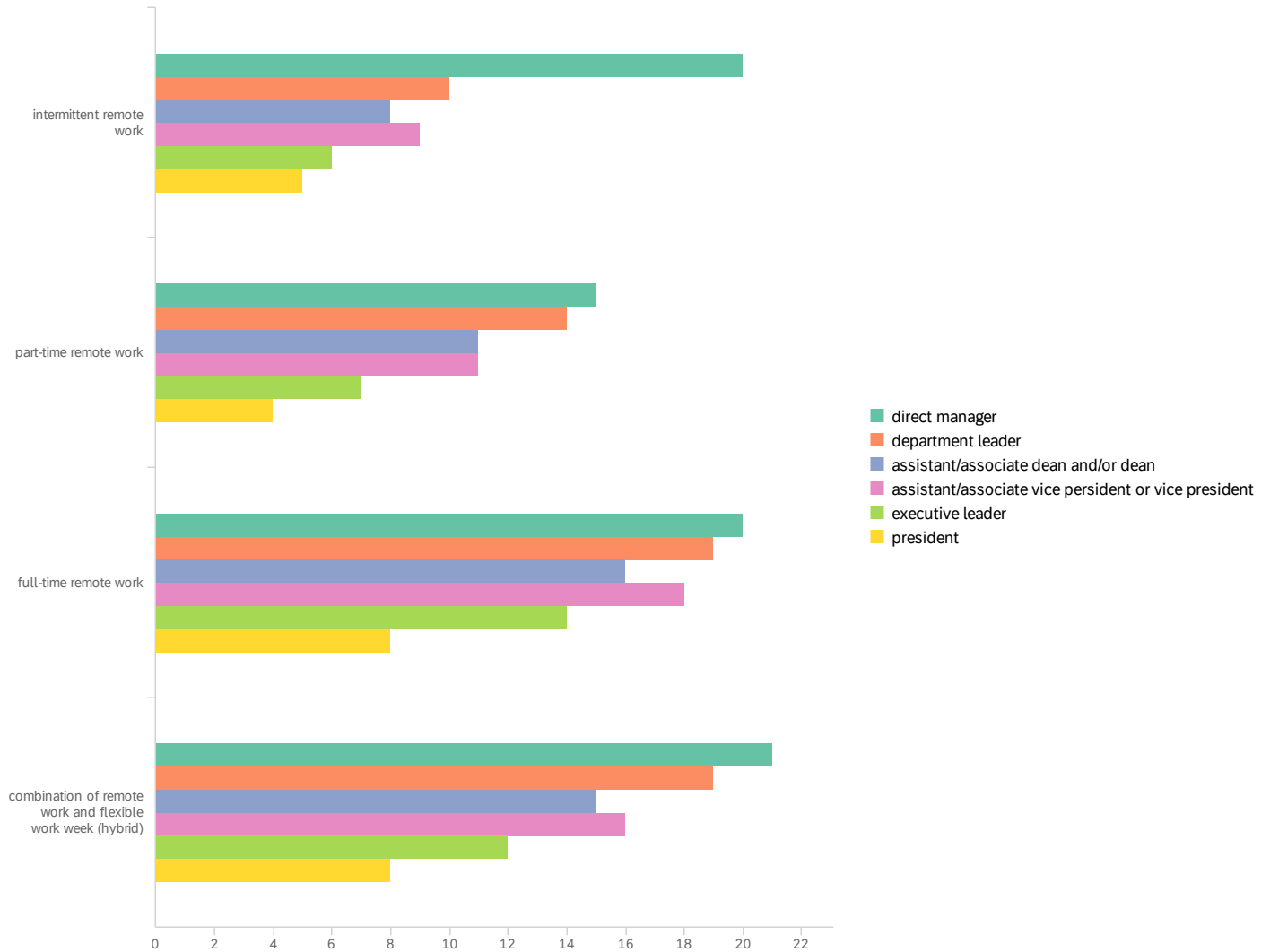
Variations are allowed since all jobs are different. Some jobs have a heavier load during peaks, therefore some jobs may need to stop a hybrid schedule and be on campus every day.

all listed above

Contract

Q22 - What levels of approval are required for the different types of remote work offered?

Check all that apply.



#	Field	intermittent remote work	part-time remote work	full-time remote work	combination of remote work and flexible work week (hybrid)	Total
1	direct manager	26.32% 20	19.74% 15	26.32% 20	27.63% 21	76
2	department leader	16.13% 10	22.58% 14	30.65% 19	30.65% 19	62
3	assistant/associate dean and/or dean	16.00% 8	22.00% 11	32.00% 16	30.00% 15	50
4	assistant/associate vice president or vice president	16.67% 9	20.37% 11	33.33% 18	29.63% 16	54
5	executive leader	15.38% 6	17.95% 7	35.90% 14	30.77% 12	39
6	president	20.00% 5	16.00% 4	32.00% 8	32.00% 8	25

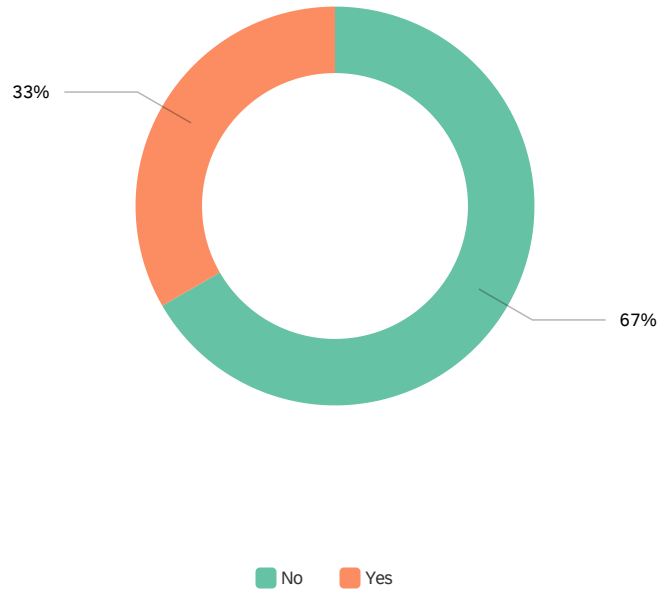
Showing rows 1 - 6 of 6

Q24 - Please upload a copy of the remote work approval form if available.

Q15_Id - Id

Thumbnail	Name	Size	Type
Remote Work Request.pdf	Remote Work Request.pdf	454.41KB	application/pdf
final-RWA-form.pdf	final-RWA-form.pdf	350.3KB	application/pdf
721awrequest-PDF-version_5.2022.pdf	721awrequest-PDF-version_5.2022.pdf	269.41KB	application/pdf
Alternate-Work-Location-Agreement-for-Employees-Form-Fillable.pdf	Alternate-Work-Location-Agreement-for-Employees-Form-Fillable.pdf	114.15KB	application/pdf
awa-justification-form.pdf	awa-justification-form.pdf	252.53KB	application/pdf
Telecommuting Proposal Form.pdf	Telecommuting Proposal Form.pdf	202.75KB	application/pdf
TTUS Regulation 07.13 Remote work.pdf	TTUS Regulation 07.13 Remote work.pdf	129.3KB	application/pdf
AWL 7.2020 (1).pdf	AWL 7.2020 (1).pdf	569.04KB	application/pdf
Alternate Work Location Request Form Fillable.pdf	Alternate Work Location Request Form Fillable.pdf	281.39KB	application/pdf
Alternate Work Location Request Form.lnk	Alternate Work Location Request Form.lnk	2.95KB	application/x-ms-shortcut
New Submission.docx	New Submission.docx	11.55KB	application/vnd.openxmlformats-officedocument.wordprocessingml.document
awl.pdf	awl.pdf	633.22KB	application/pdf
Alternative Work Arrangement Agreement.pdf	Alternative Work Arrangement Agreement.pdf	222.28KB	application/pdf

Q25 - Does your institution have designated positions that predominantly work remotely?



#	Field	Choice Count
1	No	66.67% 18
2	Yes	33.33% 9
		27

Showing rows 1 - 3 of 3

#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Does your institution have designated positions that predominantly work remotely?	1.00	2.00	1.33	0.47	0.22	27

Q26 - If yes, please provide a list below.

If yes, please provide a list below.

positions within Information technologies, academic advising, data management

Some IT Roles Some Nursing Instructor Roles

Some IT positions are the typical positions that have little person-to-person interaction requirement, therefore some of these positions were already remote prior to our policy implementation.

Recruiters

TTUHSC-Lubbock: Coding & Reimbursement Specialists TTU & ASU: some student recruiters/admissions staff are hired to work remotely in other cities and states TTU K-12: online teachers ASU: some faculty are hired specifically to work remotely

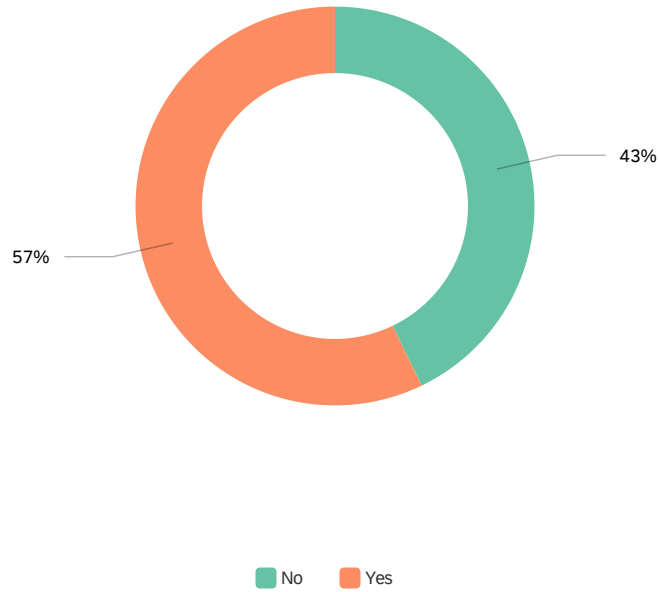
Admissions Counselor (Recruiters) Network Engineer Instructional Technologists/Instructional Designers

Previously described in survey

Digital Advisors

Controller's Office Procurement Office Internal Audit

Q27 - Does your institution classify positions as essential vs. non-essential?

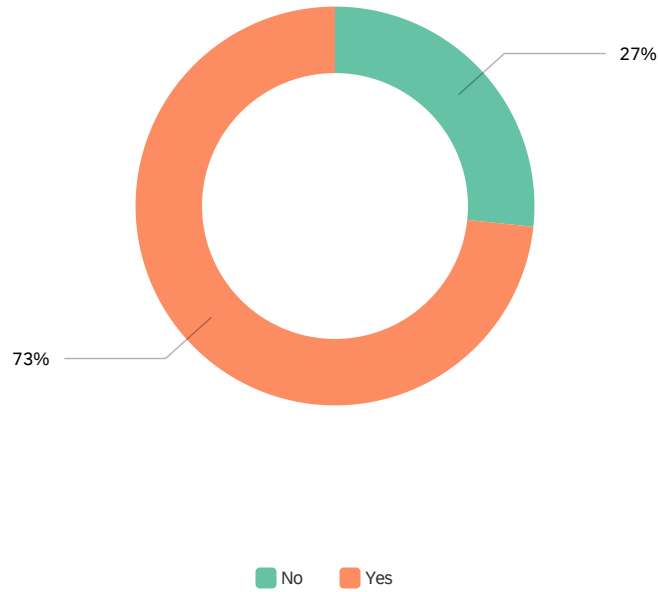


#	Field	Choice Count
1	No	42.86% 12
2	Yes	57.14% 16
		28

Showing rows 1 - 3 of 3

#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Does your institution classify positions as essential vs. non-essential?	1.00	2.00	1.57	0.49	0.24	28

Q28 - Does essential vs. non-essential classification impact remote work eligibility?



#	Field	Choice Count
1	No	26.67% 4
2	Yes	73.33% 11
		15

Showing rows 1 - 3 of 3

#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Does essential vs. non-essential classification impact remote work eligibility?	1.00	2.00	1.73	0.44	0.20	15

Q29 - How does your institution determine essential vs. non-essential classification?

How does your institution determine essential vs. non-essential classificat...

Employees in Essential Positions Hospitals, clinics, and departments, in coordination with the Office of Human Resources, shall designate which positions are essential for carrying out patient care or other critical UT Southwestern functions and shall record such designations in the online human resources information system. Employees in essential positions will be notified in writing and will be asked to acknowledge the designation as a condition of employment. UT Southwestern may also use the badge access and identification system to identify individuals employed in essential positions. Employees in essential positions are specifically authorized to carry out one or more critical functions of UT Southwestern. To be designated an essential position with the approval of the Office of Human Resources, the position's job responsibilities must include one or more of the critical functions identified below: a. Making official decisions about the ongoing UT Southwestern operations; b. Communicating on behalf of UT Southwestern either internally or externally; c. Providing or supporting the provision of patient care; d. Providing for the safety and wellbeing of employees, students, and the public; e. Restoring or maintaining vital services; f. Protecting the assets (both material and intellectual) and limiting the losses of UT Southwestern; or g. Other specific, need-based functions as identified by UT Southwestern administration

review of job duties on position description

Non exempt and exempt status based on FLSA

Essential employees are those who are required to be on campus even when campus is close. (1) all of our police officers because we maintain a police presence on campus 24/7 for safety and security. (2) certain facility techs to maintain building temperature control, to keep grounds maintained, and to check for water leaks and fire hazards. (3) certain custodial staff to maintain building sanitation.

Essential positions are defined as those positions where physical presence is necessary in order to perform the essential functions of the job. Such positions would be found in the police department, the facilities department, clinical departments, etc.

Critical to the day-to-day operations and safety.

This classification is based on emergency circumstances, most likely.

Those likely to be necessary for safety, security, and ongoing operations in an emergency.

Customer facing and/or support of mission-critical services

Typically, on-campus (essential) employees perform tasks that are: Student/customer-facing in nature and have a high impact on student success and community perception Not portable Involve physical work Involve immobile machinery, equipment, or technology hardware Procedural in nature and require certain supervisory or IT infrastructure. This may include administrative duties or specific student/customer service roles Highly portable but cannot feasibly be done from anywhere due to the absence of clearly defined task outcomes or a heavy dependence on others for task completion

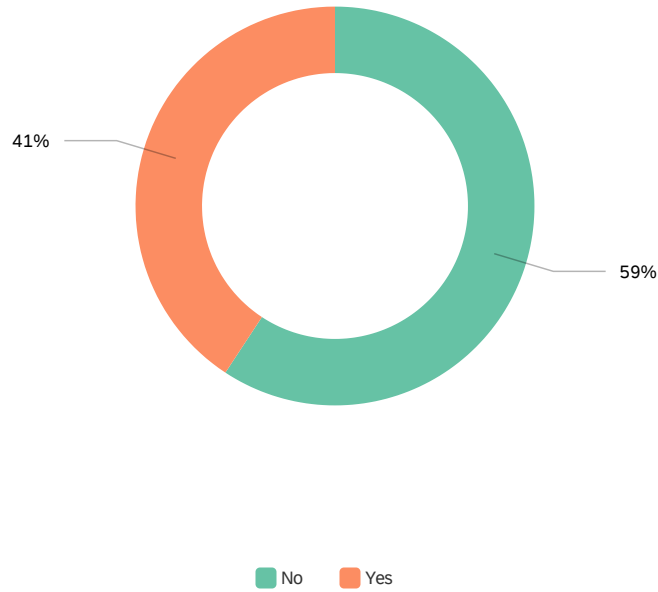
Essential: All positions are classified as essential for the purposes of emergency preparedness. Non-essential: Determined by management at the time of an emergency event, the position is not required to participate as a member of the ride-out or recovery teams.

Through formal review. Essential - on site service required

by job duties

Whether or not the position is required to be on campus in order to continue operations. Example: public safety, food services.

Q30 - Are student workers authorized to work remotely?



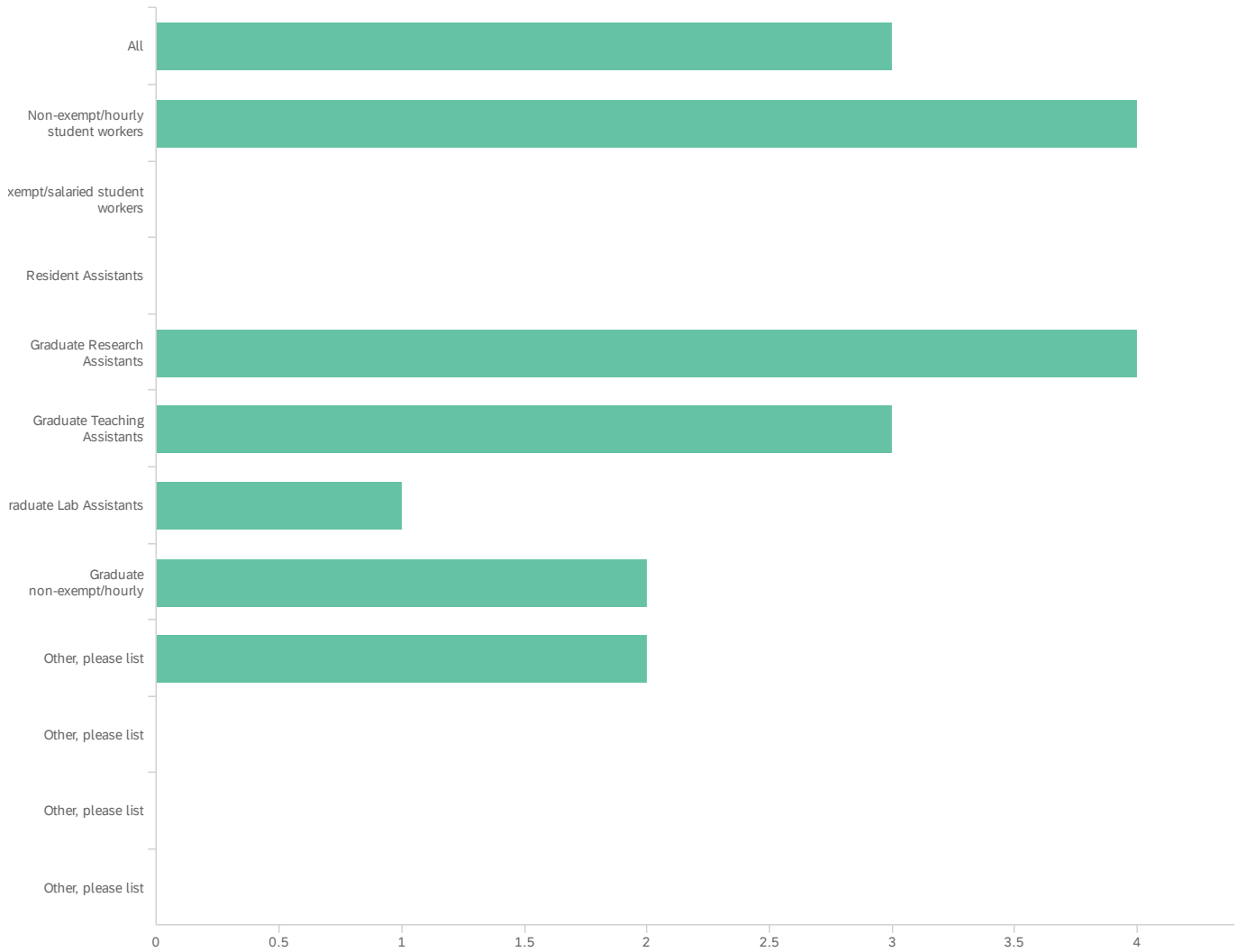
#	Field	Choice Count
1	No	59.26% 16
2	Yes	40.74% 11
		27

Showing rows 1 - 3 of 3

#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Are student workers authorized to work remotely?	1.00	2.00	1.41	0.49	0.24	27

Q31 - Please select all categories of student workers that are authorized to work

remotely.



#	Field	Choice Count
1	All	15.79% 3
2	Non-exempt/hourly student workers	21.05% 4
3	Exempt/salaried student workers	0.00% 0
4	Resident Assistants	0.00% 0
5	Graduate Research Assistants	21.05% 4
6	Graduate Teaching Assistants	15.79% 3
7	Graduate Lab Assistants	5.26% 1

#	Field	Choice Count
8	Graduate non-exempt/hourly	10.53% 2
9	Other, please list	10.53% 2
10	Other, please list	0.00% 0
11	Other, please list	0.00% 0
12	Other, please list	0.00% 0

19

Showing rows 1 - 13 of 13

Q56_9_TEXT - Other, please list

Other, please list

non-direct patient care or research trainees

Non Exempt hourly student worker in VERY limited circumstances

Q56_10_TEXT - Other, please list

Other, please list

Q56_11_TEXT - Other, please list

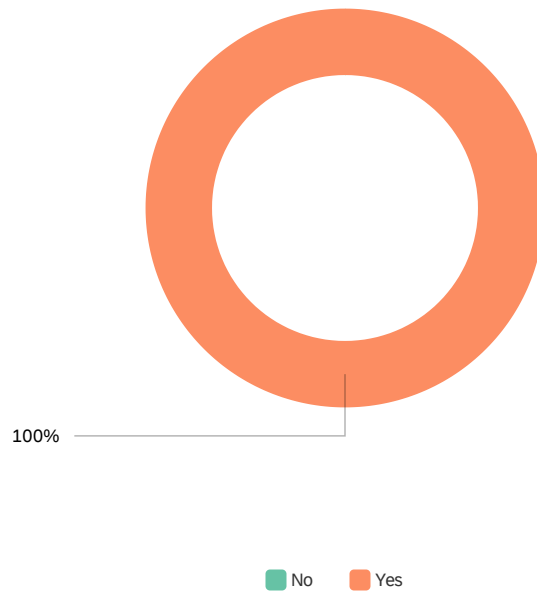
Other, please list

Q56_12_TEXT - Other, please list

Other, please list

Q32 - Does your institution have positions that would not be approved to work remotely due to the nature of the duties and responsibilities?

#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Does your institution have positions that would not be approved to work remotely due to the nature of the duties and responsibilities?	2.00	2.00	2.00	0.00	0.00	26



#	Field	Choice Count
1	No	0.00% 0
2	Yes	100.00% 26

26

Showing rows 1 - 3 of 3

Q33 - If yes, please provide a list below.

If yes, please provide a list below.

As of June, 2022, there are 11,096 employees designated as on campus work only. The types of jobs require in person or on campus location to perform job duties are numerous (e.g., frontline nurse).

those that are classified as essential or require face-to-face interactions with constituents (students, donors, etc.)

Dining Service Workers Librarians and Library Staff Some faculty roles Some Enrollment Management roles Some student Affairs roles Some Facilities Management roles

We do not have a comprehensive list. In general, most positions that require face-to-face interaction with customers, patients and/or students are not eligible for remote work (ex. receptionist, patient care personnel). Each position's responsibilities are evaluated on a case-by-case basis to determine eligibility based on whether the position's job tasks can effectively be performed remotely.

Essential positions referenced earlier, i.e. police, parking, facilities. Positions with essential duties and responsibilities of customer interfacing, i.e. student services front desk, residence hall staff.

As stated previously, janitorial, police, clinical positions where patients are seen.

Positions that require resources that are not available at the remote work location; need to work with others face to face; student facing employees.

University Police Department Enrollment Services Information Center Library Physical Plant and Central Utility Plant

If we had a policy, I would anticipate positions that need resources that aren't available at their remote location and/or those that are student facing would not be eligible.

Most of these positions are not allowed because of the type of duties they perform that require their physical presence. Cleaning crews, grounds workers, trades, are a few examples. Other positions that work with students or employees directly cannot be allowed to be hybrid or remote. However, the requests can be submitted to a supervisor and VP, and they need to review all requests.

University Police, Librarians, Cashiers

Positions that require in-person interaction to deliver services such as IT support.

Please see page 3 and 4 of the policy for criteria.

University Police Department Shipping and Receiving Rec Center Staff Lab Coordinators, etc.

Staff required to keep the state operations center running 24/7. This includes technical operations officers, meteorologist, property administrators.

A student facing position. A front desk employee. A cashier.

Customer facing and/or mission-critical personnel

Any direct interaction work with students or employees, leaders, custodial, service, maintenance, police/security

If yes, please provide a list below.

There is not a university list of student positions that would not be approved to work remotely. While it is rare for a student employee to be approved to work remotely, the request and approval process is aligned to that for staff employees in which the nature of the job responsibilities, performance, and operational needs of the units are considered as the basis for a decision.

Typically, on-campus employees perform tasks that are: Student/customer-facing in nature Not portable Involve physical work Involve immobile machinery, equipment, or technology hardware Procedural in nature and require certain supervisory or IT infrastructure. This may include administrative duties or specific student/customer service roles Highly portable but cannot feasibly be done from anywhere due to the absence of clearly defined task outcomes or a heavy dependence on others for task completion

Direct patient care or patient facing.

Police Officer, Campus Operations, Laboratory attendant

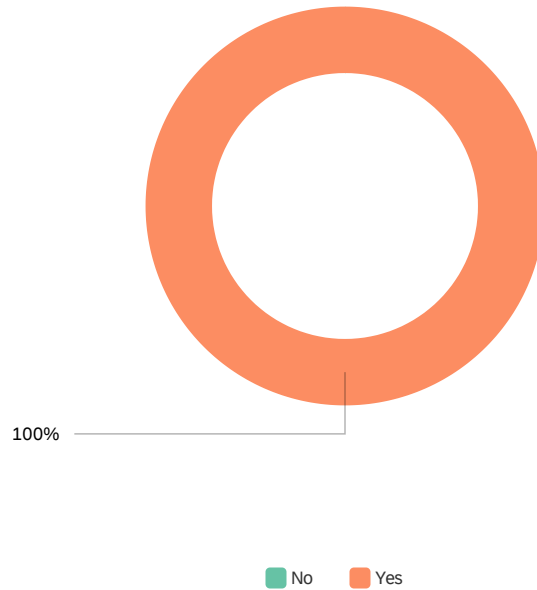
Most executive management and front-facing employees

Police Ag in taking care of animals

Not exhaustive: Police, Facilities, those who engage directly with customers (cashiers, office assistants), athletics

We don't have a list of positions. Supervisors consult with the Division Vice President to determine the Division Vice President's preferred level of involvement with reviewing and approving alternative work arrangements and determining what positions or employees may be eligible for alternative work arrangements. In reviewing requests, job duties, and employee performance is considered. Adequate staff coverage and supervision, sufficient to meet the operating requirements of the University and ensure quality service, are required at all times. Both internal and external "customer" needs must be considered to determine adequate staffing.

Q34 - Does your institution have the means to transition to remote work (online work flow, phone systems, computers, etc.)?



#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Does your institution have the means to transition to remote work (online work flow, phone systems, computers, etc.)?	2.00	2.00	2.00	0.00	0.00	26

#	Field	Choice Count
1	No	0.00% 0
2	Yes	100.00% 26

26

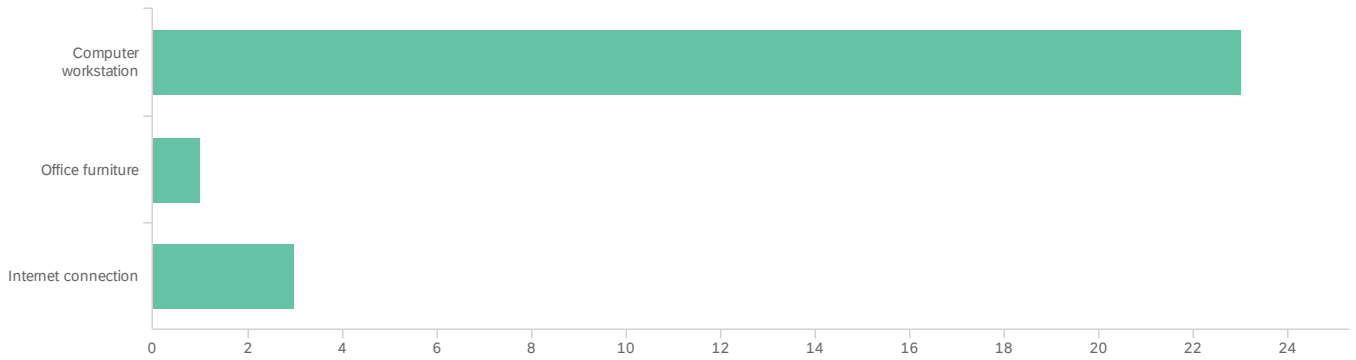
Showing rows 1 - 3 of 3

Q35 - If no, please indicate what resources are needed.

If no, please indicate what resources are needed.

Q36 - What equipment does your institution provide to employees working remotely?

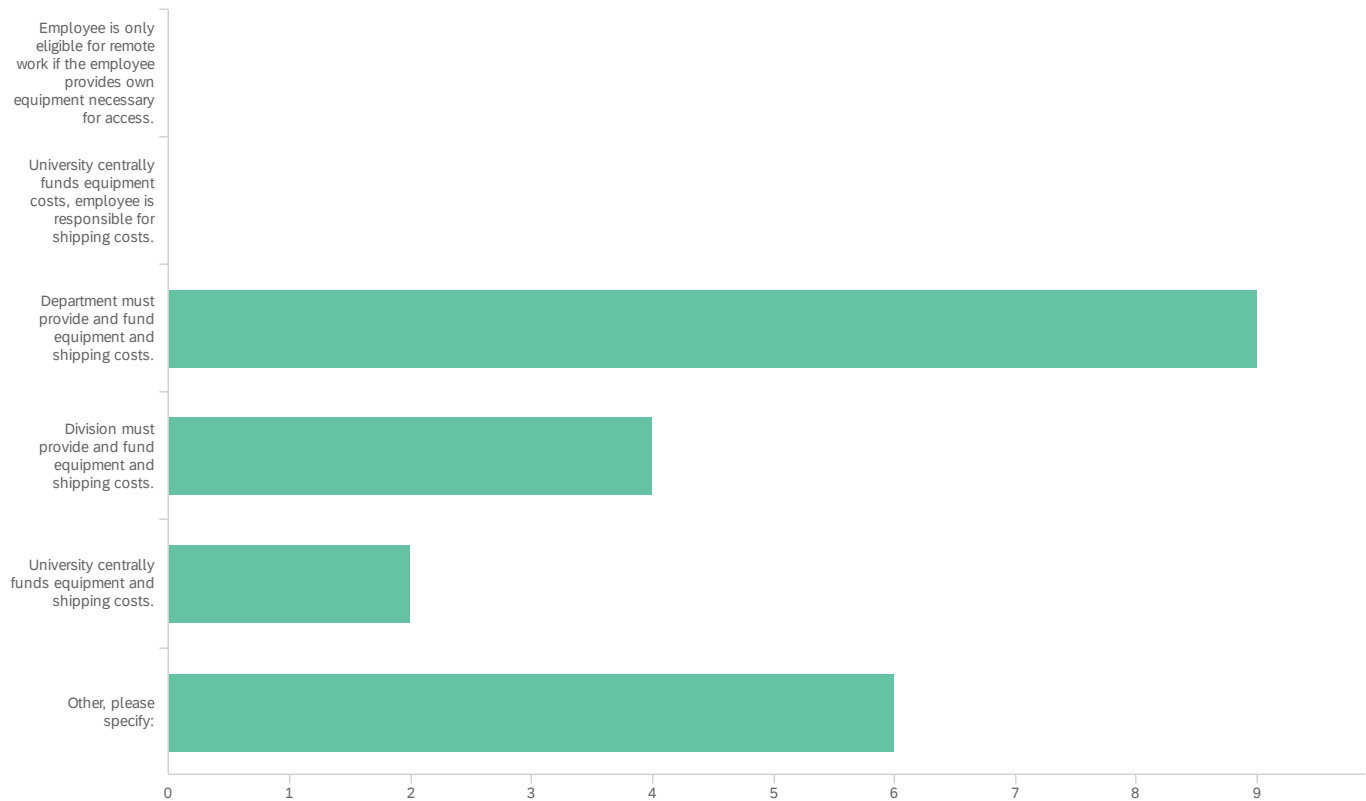
Check all that apply.



#	Field	Choice Count
1	Computer workstation	85.19% 23
2	Office furniture	3.70% 1
3	Internet connection	11.11% 3
		27

Showing rows 1 - 4 of 4

Q37 - Who bears the cost of equipment for remote work employees?



#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Who bears the cost of equipment for remote work employees? - Selected Choice	3.00	6.00	4.24	1.27	1.61	21

#	Field	Choice Count
1	Employee is only eligible for remote work if the employee provides own equipment necessary for access.	0.00% 0
2	University centrally funds equipment costs, employee is responsible for shipping costs.	0.00% 0
3	Department must provide and fund equipment and shipping costs.	42.86% 9
4	Division must provide and fund equipment and shipping costs.	19.05% 4
5	University centrally funds equipment and shipping costs.	9.52% 2
6	Other, please specify:	28.57% 6

Q59_6_TEXT - Other, please specify:

Other, please specify:

Employees accept personal responsibility for: • their alternate work location setup, • all expenses associated with working an alternate work location including furniture, computer, phone, internet service, printer and maintaining proper ergonomics, AND • if applicable, and subject to availability, Texas A&M equipment (e.g., computers, monitors, chairs, etc.) located at the AWL. All TAMU equipment must be listed on an FDP-410 Loan of Texas A&M Property form. Form must be signed and dated by the employee and approved by the department.

The university only provides a laptop, notebook, pens, paper, etc. All other items, it needed for convenience (not necessity) will be provided by the employee.

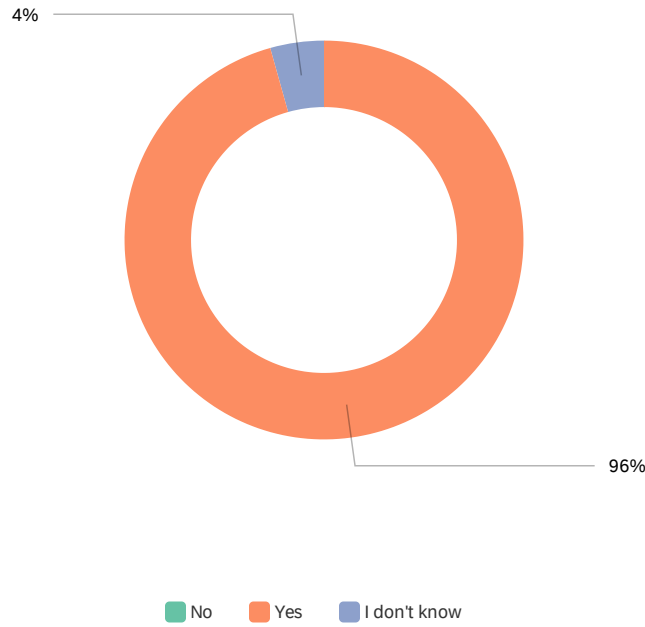
All staff have laptops & cell phones.

We do not ship equipment

Computer only provided

University centrally funds equipment but department covers shipping costs

Q38 - Is the equipment issued to remote workers part of an asset management program/review cycle?



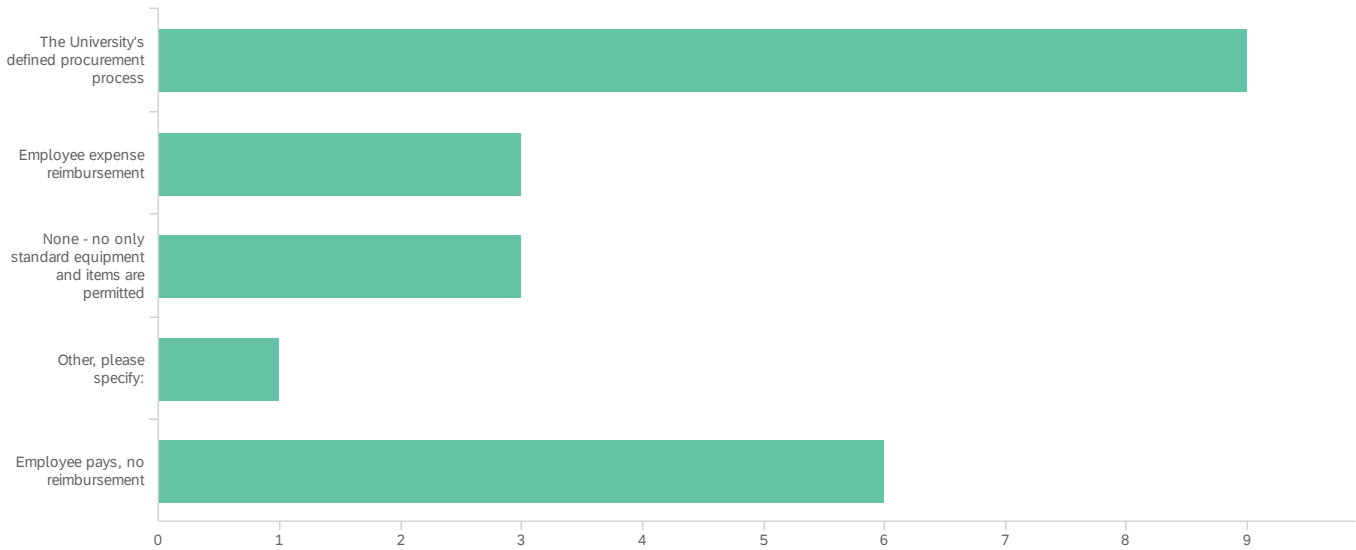
#	Field	Choice	Count
1	No	0.00%	0
2	Yes	95.65%	22
3	I don't know	4.35%	1
			23

Showing rows 1 - 4 of 4

#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Is the equipment issued to remote workers part of an asset management program/review cycle?	2.00	3.00	2.04	0.20	0.04	23

Q39 - If any equipment or item is required that falls outside of what the institution

provides for the remote worker, what process is followed?



#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	If any equipment or item is required that falls outside of what the institution provides for the remote worker, what process is followed? - Selected Choice	1.00	5.00	2.64	1.67	2.78	22

#	Field	Choice Count
1	The University's defined procurement process	40.91% 9
2	Employee expense reimbursement	13.64% 3
3	None - no only standard equipment and items are permitted	13.64% 3
4	Other, please specify:	4.55% 1
5	Employee pays, no reimbursement	27.27% 6
		22

Showing rows 1 - 6 of 6

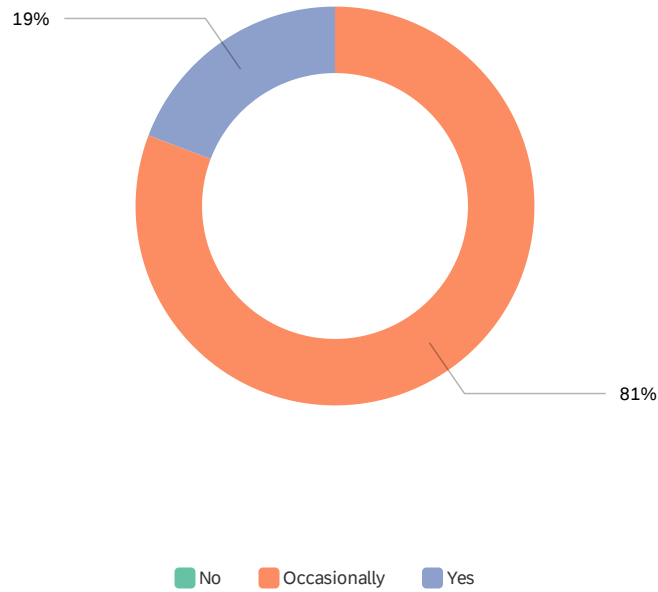
Q28_4_TEXT - Other, please specify:

Other, please specify:

Other, please specify:

Equipment would be managed by ITSS

Q40 - Are remote work employees required to attend in-person meetings?

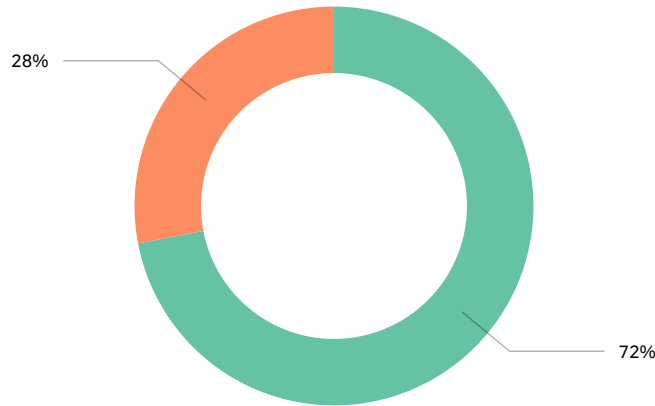


#	Field	Choice	Count
3	No	0.00%	0
4	Occasionally	80.77%	21
5	Yes	19.23%	5
			26

Showing rows 1 - 4 of 4

#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Are remote work employees required to attend in-person meetings?	4.00	5.00	4.19	0.39	0.16	26

Q43 - Does your institution provide parking privileges for employees whose primary work location is remote?



■ No
 ■ Yes (if yes, please describe)

#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Does your institution provide parking privileges for employees whose primary work location is remote? - Selected Choice	1.00	2.00	1.28	0.45	0.20	25

#	Field	Choice Count
1	No	72.00% 18
2	Yes (if yes, please describe)	28.00% 7

25

Showing rows 1 - 3 of 3

Q31_2_TEXT - Yes (if yes, please describe)

Yes (if yes, please describe)

Employees categorized as Mostly Remote are eligible for a reduced parking rate

Yes (if yes, please describe)

Employee purchases parking pass if they will be utilizing campus parking facilities. Short-term passes are available for purchase if employees will be on campus for brief periods.

They can purchase day passes

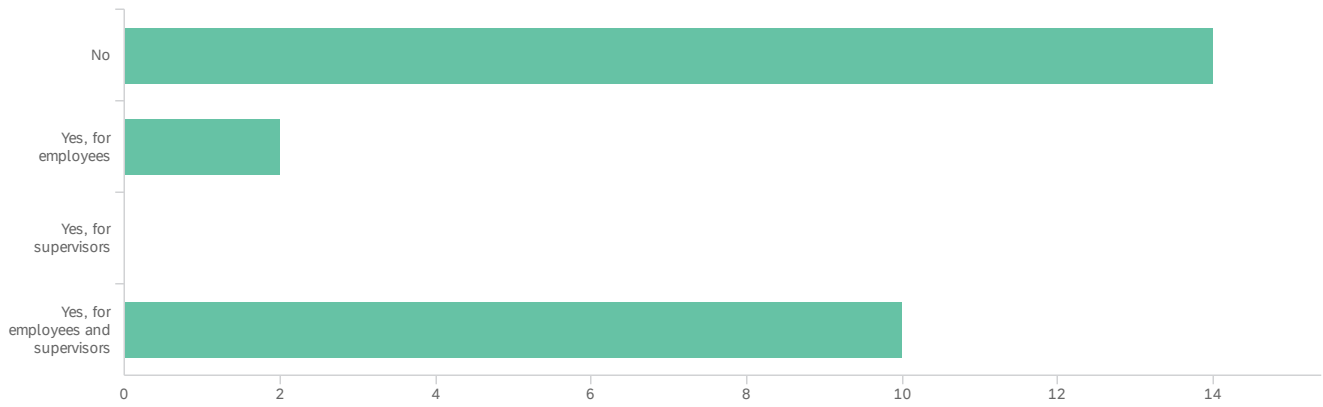
Temporary parking badge

All employees must purchase a parking permit for those times that they are on campus

Free parking with current building.

Temp Parking

Q44 - Does your institution provide additional training on working remotely?

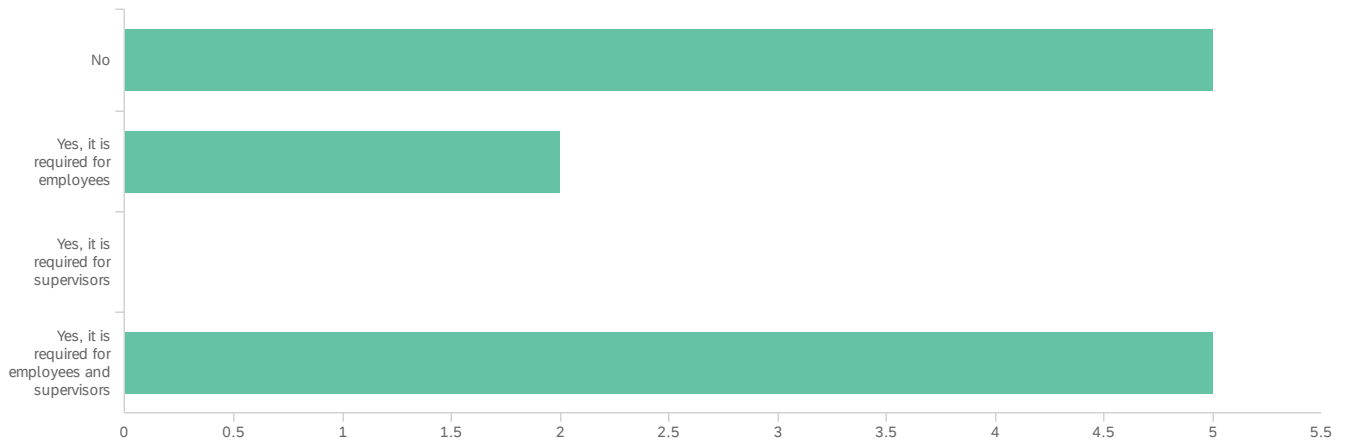


#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Does your institution provide additional training on working remotely?	1.00	4.00	2.23	1.42	2.02	26

#	Field	Choice Count
1	No	53.85% 14
2	Yes, for employees	7.69% 2
3	Yes, for supervisors	0.00% 0
4	Yes, for employees and supervisors	38.46% 10
		26

Showing rows 1 - 5 of 5

Q45 - Is the additional training required?



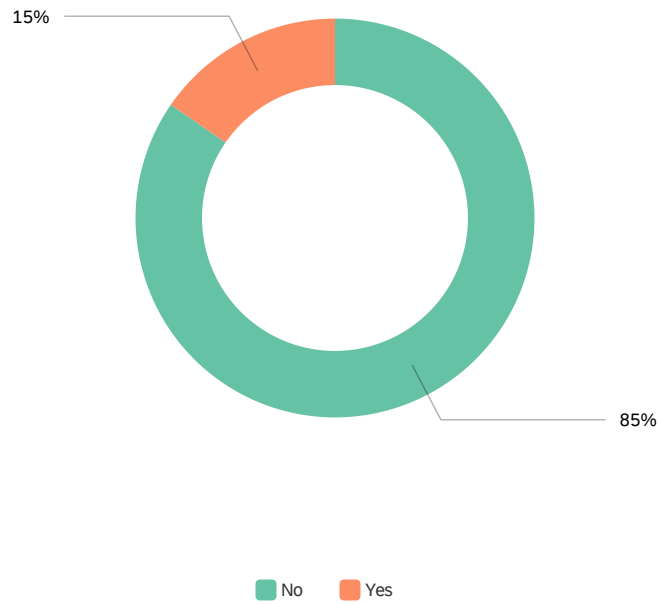
#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Is the additional training required?	1.00	4.00	2.42	1.38	1.91	12

#	Field	Choice Count
1	No	41.67% 5
2	Yes, it is required for employees	16.67% 2
3	Yes, it is required for supervisors	0.00% 0
4	Yes, it is required for employees and supervisors	41.67% 5

12

Showing rows 1 - 5 of 5

Q46 - Does your institution have a telework or remote work handbook?

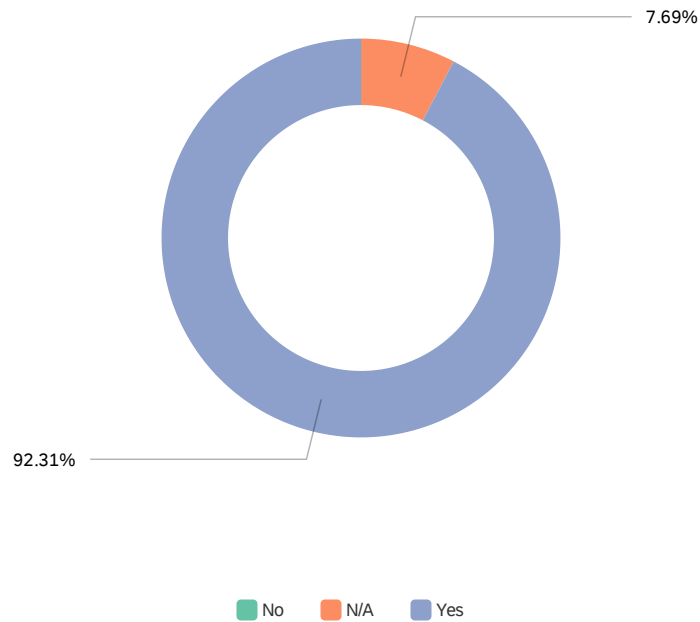


#	Field	Choice Count
1	No	84.62% 22
2	Yes	15.38% 4
		26

Showing rows 1 - 3 of 3

#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Does your institution have a telework or remote work handbook?	1.00	2.00	1.15	0.36	0.13	26

Q47 - Are remote employees paid on the same pay scale/salary range as onsite and hybrid employees?

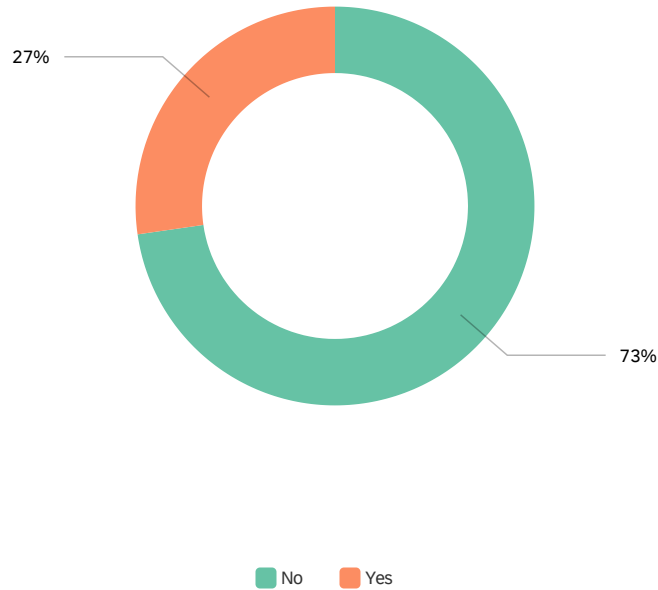


#	Field	Choice	Count
3	No	0.00%	0
4	N/A	7.69%	2
5	Yes	92.31%	24
			26

Showing rows 1 - 4 of 4

#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Are remote employees paid on the same pay scale/salary range as onsite and hybrid employees?	4.00	5.00	4.92	0.27	0.07	26

Q48 - Is your institution using state appropriations (general revenue) for salaries of out-of-state remote employees?



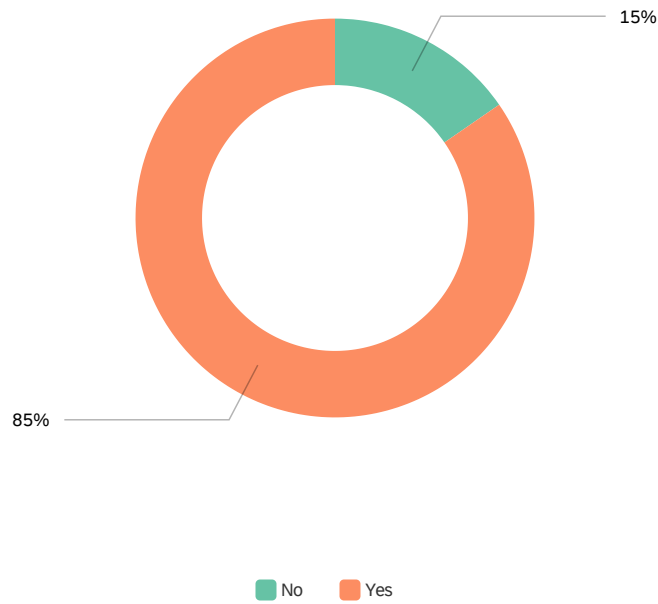
#	Field	Choice	Count
1	No	72.73%	16
2	Yes	27.27%	6

22

Showing rows 1 - 3 of 3

#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Is your institution using state appropriations (general revenue) for salaries of out-of-state remote employees?	1.00	2.00	1.27	0.45	0.20	22

Q49 - Does your institution have a policy that allows flexible work hours?

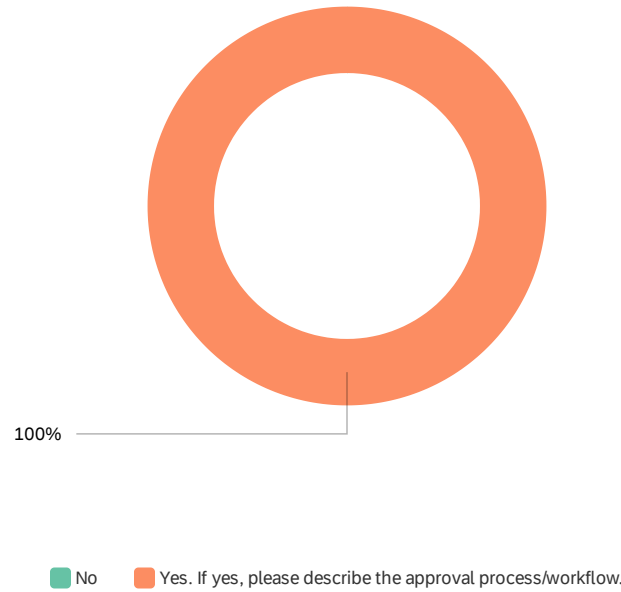


#	Field	Choice Count
1	No	15.38% 4
2	Yes	84.62% 22
		26

Showing rows 1 - 3 of 3

#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Does your institution have a policy that allows flexible work hours?	1.00	2.00	1.85	0.36	0.13	26

Q50 - Is there an approval process/workflow?



#	Field	Choice Count
1	No	0.00% 0
2	Yes. If yes, please describe the approval process/workflow.	100.00% 20
		20

Showing rows 1 - 3 of 3

#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Is there an approval process/workflow? - Selected Choice	2.00	2.00	2.00	0.00	0.00	20

Q39_2_TEXT - Yes. If yes, please describe the approval process/workflow.

Yes. If yes, please describe the approval process/workflow.

Flexible hour scheduling is at the discretion of the manager and department with the caveat that service much be available during normal working hours (8-5). The flex work designation is stored on the position record in PeopleSoft HCM. A change in the flex work category goes through an approval workflow. HR is the final approver. For out of state requests, the department completes the out of state request and submits to HR for approval by the Out of State working group.

approval for short-term by supervisor on timesheet. approval for long-term by VP via SAP form.

Yes. If yes, please describe the approval process/workflow.

All budgeted employees are eligible to request a flexible work schedule. Texas A&M departments may allow employees to use flexible work schedules subject to the following conditions: The work week at Texas A&M is Sunday through Saturday. The manager sets the employees working schedule and will ensure adequate coverage during the individual work unit's normal hours of operation. The Department Head will ensure that the office is open for operation during the established business hours for their campus. Flexible work schedules are intended to last at least two consecutive months; however, an approved flexible schedule arrangement may be modified, continued, or discontinued at the discretion of management at any time. All flexible work schedules must be approved by the manager and Department Head before being implemented. Adequate staff coverage and supervision, sufficient to meet the operating requirements of the department and ensure quality service, are required at all times. Both internal and external customer needs must be considered to determine adequate staffing. One or more employees may assume, with the managers approval, coverage responsibility. Work that requires regular supervision or essential interaction with other staff must be scheduled when managers and interacting staff are available. See website for additional information including approval forms - <https://employees.tamu.edu/compensation/resources/flexible-work.html>

Immediate supervisor

Manager, VP, President

The employees submit the request to their immediate supervisor. The entire chain up to the VP of the Division must approve the request before the employee is allowed to work hybrid or remote. The remote worker requests also require approval of HR.

The employee submits request for remote work. The request flows to the manager. The manager must acknowledge approval and approval from division executive.

This process is determined by each department or college.

Request goes through CoC.

Supervisor/Dept. Head/VP

Flexible work schedules may be approved by the immediate supervisor and department head

Manager, Department Head and Vice President approval required

An online form is filled out to make the request. It routes to the supervisor and then the VP for the division.

Flexible work week is approved by manager and VP

If the Division Vice President is open to flexible schedules, the Alternative Work Arrangement form should be completed and routed for review. Alternative work arrangement forms with flexible schedules only do not require approval by the Division Vice President.

Q51 - How does your institution manage productivity for non-exempt remote employees?

How does your institution manage productivity for non-exempt remote employe...

Ensuring high standards of work performance is the responsibility of the employee and their supervisor. UTSW employs a goal-setting approach within the annual performance evaluation to clearly identify and clarify performance standards, with ongoing feedback as well as a formal year-end annual review. In addition, KPIs and performance metrics and reporting are utilized in processes that are measurable using standard and consistent targets. Regardless of work location or schedule, employees must track all hours worked in accordance with applicable departmental policies regarding timekeeping, attendance, and leave usage and report any deviations from assigned work schedules to their supervisor.

individual supervisors determine productivity measures

Managers manage employees productivity

Supervisors/managers are responsible for documenting how hours worked will be tracked/recorded AND how performance/productivity will be evaluated for each employee who they approve for remote work. This applies to both exempt and non-exempt employees.

All employees who have a Flexible Work Arrangement are required to comply with timekeeping procedures and may be required to establish recurring meetings with their supervisor or other employees, schedule brief period check-ins (e.g., daily, weekly, etc.), and submit work productivity reports or emails, as well as other supportive documentation regarding productivity as requested by their supervisor. Supervisors are expected to advise employees who have a Flexible Work Arrangement of their reporting expectations in advance.

Supervisors are responsible for monitoring the productivity of the remote employee under their supervision.

Currently non-exempt employees do not work remotely.

This is an area of weakness. Some managers do not address underperforming employees at all. This is one of the main reasons leadership has been hesitant to extend remote work options.

Currently no non-exempt employees work remotely

Each VP and/or manager must have method to measure their productivity. The fact workers can work hybrid or remote does not change the goals and expected performance of workers. Each manager must figure that out if they will approve employees to work remotely.

Each manager is responsible for overseeing their employee's work and productivity. Methods may vary depending on the manager.

Through effective communication with employee and manager and the customers the employee provides service to.

Productivity is managed the same as if they were on site. Also, please see pages 4-5 of the policy.

It's up to the supervisor and can depend on deliverables.

Constant communication and per tasks, deadlines and reports

N/A

Each supervisor is responsible for performance management to ensure productivity and service expectations are met. The university recently conducted training for supervisors to include assessment of outcomes and deliverables as a productivity measure for remote employees.

How does your institution manage productivity for non-exempt remote employe...

Employees must maintain the expected level of productivity and work quality while working remotely. If productivity and/or work quality begins to decline, the remote work arrangement will be reevaluated, modified, or terminated. Nothing in the Remote Work Guidelines waives or changes standards of performance or behavior in the workplace.

Non-exempt staff work assignments are given by their supervisor, work efforts are tracked; areas that have metrics utilize productivity, and all time is accounted for on a weekly basis.

Ongoing evaluation of quantity and quality of work generated. Phone calls are answered remotely and emails are to be answered timely. Ongoing dialog with manager and employee is expected routinely.,

This is an issue

Currently being looked at

The manager has to provide on the form how they will measure productivity for any employee.

The specific work schedule of an alternative work arrangement will be agreed upon by the supervisor and employee and described in the alternative work arrangement agreement. Supervisors will plan and schedule job assignments, to ensure that sufficient staff are available to meet the operating requirements of the University. Employees with alternative work arrangements will be required to maintain accurate documentation to support their hours worked and must submit regular timesheets. It is the responsibility of the supervisor to ensure employees are working agreed upon hours and submitting timely and accurate timesheets.

Q52 - How does your institution track time worked for non-exempt remote employees?

How does your institution track time worked for non-exempt remote employees...

We use Dimensions / KRONOS as our timekeeping software. Regardless of work location or schedule, employees must track all hours worked in accordance with applicable departmental policies regarding timekeeping, attendance, and leave usage and report any deviations from assigned work schedules to their supervisor. Employees who are FLSA non-exempt must clock in and out using UT Southwestern's remote web punch and must accurately track all hours worked in the UT Southwestern timekeeping and scheduling system

Short-term is tracked through the university's timekeeping system. Long-term is through an agreement approved at the VP level for a max of 1 year.

In our timekeeping system the same way we do non remote workers

Supervisors/managers are responsible for documenting how hours worked will be tracked/recorded AND how performance/productivity will be evaluated for each employee who they approve for remote work. This applies to both exempt and non-exempt employees.

All non-exempt employees are required to report time worked via the electronic timesheet in the our enterprise information system per university policy, the Fair Labor Standards Act and the Texas Government Code regardless of a remote or non-remote status.

Work hours for employees that are paid on a salaried basis are not tracked. Hourly employees that are working remotely are required to enter their time in the payroll system.

Currently non-exempt employees do not work remotely.

Employee enters time into Workday.

Currently no non-exempt employees work remotely

The hours/time worked must continue to be submitted as normal, although the majority of requests are for exempt workers.

Employees enter their time worked into our Workday system.

no

Employees report hours worked either through a timeclock system or entering in hours worked each day. Supervisors are responsible for reviewing and approving time worked.

Yes, if we had any non-exempt remote employees, they would be required to submit time via Workday.

Monitor availability via Teams and checking in throughout the day

N/A

Banner timekeeping

Time worked is tracked for remote employees utilizing the same timekeeping system for onsite employees. In addition, supervisors may require productivity tracking mechanisms to monitor time worked for remote employees.

How does your institution track time worked for non-exempt remote employees...

via Workday Time tracking(HRIS) as we do with other employees. All TSTC policies regarding attendance and hours worked apply to remote employees. When applicable, remote employees are responsible for recording all time worked in the time-management system. Remote employees must receive prior approval from their manager before working overtime. Any TSTC policies regarding overtime pay will be observed. The application of the Fair Labor Standards Act (FLSA) rules shall apply to remote Employees. Management may require that the employee work certain "core hours" and be accessible by telephone or other forms of communication during these hours. Any changes or modifications to the work hours and location should be approved by management. Managers and employees are encouraged to document remote work arrangements either informally, such as an email, or through a more formal document.

Employees clock in and out of the Kronos (UKG)through their computer and complete daily attestation confirming the in and out punches are accurate and they have completed their full meal break. If attestation is no to any other test questions, workflow is built into the system to notify the manager to approve the cancellation of the automatic lunch deduction and to correct the in or out punch as part of the weekly timecard audit and approval process.

timesheet submission for non-exempt employees is required

Honor System

Employees are responsible to track time

Through our HCM

Employees with alternative work arrangements will be required to maintain accurate documentation to support their hours worked and must submit regular timesheets. It is the responsibility of the supervisor to ensure employees are working agreed upon hours and submitting timely and accurate timesheets. In accordance with the Federal Fair Labor Standards Act (FLSA), non-exempt employees will be compensated in pay or compensatory time for overtime that has been approved by the supervisor in accordance with the provisions of the FLSA. All overtime must be approved in advance by the employee's supervisor. Working unapproved overtime may result in disciplinary action up to and including dismissal.

Q53 - How does your institution protect confidential information protected within a remote workspace?

How does your institution protect confidential information protected within...

VPN, Duo Mobile authentication and information security compliance training, etc.

no additional measures are required; employee is subject to compliance with institutional policies

Each employee is responsible for adhering to UNT System Policy 08.100: Information Security and UNT System Information Security Handbook in regards to ensuring the confidentiality, integrity, and availability of data, information, and information resources while working remotely. Employees are required to ensure that personal or university owned technology or equipment used during flexible work arrangements and remote work arrangements adhere to the protection requirements noted in the UNT System Information Security Handbook, and does not allow an unauthorized party access to University owned data, information, or information resources. Employees are required to adhere to University policies regarding copyright laws, intellectual property, and other policies related to use of information resources and equipment. All computers connecting to the University's network are required to adhere to the requirements of the UNT System Information Security Handbook regarding network and access controls, media handling, secure exchange of information, mobile computing and teleworking, and other applicable sections of the Handbook based on the type work performed by the employee. For additional guidance on secure methods for connecting to the University network, employees should refer to the UNT System Information Security Users Guide and UNT Dallas Network Access Policy, 14.005. Data Backup – To ensure proper protection and backup of data, the employee agrees to frequently save files to locations properly maintained by UNT Dallas rather than keeping the only copy of data on the local hard drive of the remote computer. In addition, data must be protected in accordance with the UNT System Information Security Handbook based on its data categorization (i.e., public, proprietary, or confidential). Confidential data must be encrypted if stored on a portable device, removable media, or on a non-university owned device. F. Employee-Owned Hardware and Software Used While Working Remotely – All computers connecting to the University's network via digital subscriber line (DSL), cable modem service, or through an internet service provider (ISP) are required to use properly configured virtual private network (VPN) or remote terminal services software, personal firewall software, remote control software provided by the University and to be running current virus protection software. Computers not properly configured and/or secured for remote work will be disconnected from the University's network until corrected. A remote worker must use only approved communication software when connecting with the University network. Employees must run current anti-virus software at all times. The employee agrees to prevent unauthorized viewing or use of all information resources by non-employees. Employees are required to follow all information security rules, copyright laws and manufacturer licensing agreements of UNT Dallas.

Part of the required training is on how to protect information and employees are required and expected to comply.

We rely on the remote work employee to protect confidential information by putting away their work when they leave their work area.

The employee is expected to protect confidential information. We have the normal safeguards on multiple sign on authentications.

Currently relying on employee to be responsible to protect confidential information.

Employees are expected to log in via VPN and use all UH official systems. The policy explains this in detail and employees know this could be grounds for termination if they choose not to follow the university guidelines for remote/hybrid workers.

Access to university files is through a secure site. Employees must sign in, all access is authenticated through a two step DUO authentication process.

Yes

Utilizing the same procedures as if they were on site. Having certain IT System requirements, etc. depending on the level of confidential information the remote employees have access to. When signing the remote work agreement, employees acknowledge they are expected to meet the university's data security requirements. Additionally, please see page 6 of the policy.

The terms and conditions of the alternate work location approval.

How does your institution protect confidential information protected within...

Cloud storage and access,

Utilize Teams, folders on a shared university protected network

VPN and encryption

vpn

The university policy requires all information and materials related to university business be properly secured from unauthorized access and disclosure regardless of the employee's work location. In addition, employees working remotely must utilize the VPN in order to access university servers.

The same security requirements that apply to on-campus employees apply to employees who work remotely. Employees working remotely are responsible for ensuring such security.

Access to all institutional platforms are completed through VPN or the VX remote process. Unless an exception for business need, USB drives are locked for being able to download data. Annual employee training regarding confidentiality of data and information as part of the annual Employee Education Event.

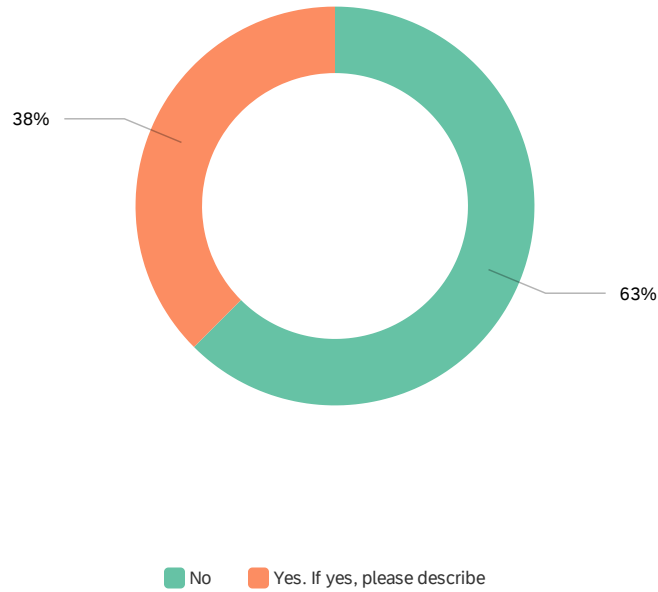
Agreement must be signed by employee acknowledging safe computing requirements and confidentiality measures to be maintained.

This is an issue

By providing the computer, no other protections at this time

Employees must secure all information and materials related to university business from unauthorized access and disclosure regardless of the employee's work location. Supervisors must ensure that all sensitive and confidential information is protected and secured when accessing information from the remote location.

Q54 - Is there an institutional strategy for remote work?



#	Field	Choice Count
1	No	62.50% 15
2	Yes. If yes, please describe	37.50% 9
		24

Showing rows 1 - 3 of 3

#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Is there an institutional strategy for remote work? - Selected Choice	1.00	2.00	1.38	0.48	0.23	24

Q43_2_TEXT - Yes. If yes, please describe

Yes. If yes, please describe

Flex Work guiding principles were created and approved to ensure the best interest of our patients, families, employees and organization are met.

System-wide initiative to enhance employer brand and employee engagement and work-life balance for employees. .

Yes. If yes, please describe

We are in the process of forming one, however, we need additional time to measure results and really see the added value to this practice.

To create work/life balance and to compete in areas that experience high levels of remote work competition such as information technology positions, private sector employers, etc.

TSTC considers working remotely to be a viable work option for employees whose job responsibilities are suitable to such an arrangement. Working remotely benefits both the organization and the individual; provides flexibility in meeting student/employee needs and organizational goals; supports the strategy of hiring and retention of a highly qualified workforce; enhances work/life balance, and improves utilization of resources.

The strategy is being better defined as part of the Transformation of Work strategy pillar

The Chancellor and President, Executive Vice Provost, and Vice Presidents will have the option of establishing an alternative work arrangement for positions designated as eligible to perform work at an alternative worksite other than on the University's main or branch campuses or work a flexible schedule. Employees must be in a regular non-temporary status and the position must be designated as a position eligible to participate in an alternative work arrangement. Not all positions are eligible for an alternative work arrangement, and an alternative work arrangement is not a right and does not change the nature of the employment relationship or the terms and conditions of employment. Alternative work arrangements may be rescinded at any time. Employees with alternative work arrangements are subject to the same University regulations, policies, or procedures as other University employees.

Q55 - What are the largest barriers to the implementation and maintenance of the remote work strategy?

What are the largest barriers to the implementation and maintenance of the...

Technology was an impediment to ensure remote employees had access to viable communication tools and technology.

consistency across divisions; lack of manager training/guidance.

Ensuring managers are completing the agreements and seeking proper approvals

The biggest issue for HR is maintenance.... having employees complete applications annually, reviewing each, and verifying the completion of training for employees and supervisors. The biggest issue for supervisors is monitoring the work product of the employees and their varied schedules.

Ability to monitor success; employee acceptance that remote work is based on the position; administration buy-in

Managers not managing.

Employee and employer expectation of outcomes; employee understanding of what positions qualify; Administration buy-in.

I don't think there are barriers, but we need to measure results to see what the real value behind this practice is. The job market and the world has changed, and this is part of the adjustment to stay competitive with the job market.

Consistency in who is eligible to participate.

Determining which positions are essential and non-essential

N/A

Productivity measurement

Change (for the people, process, and technology utilization) Company/Manager discretion perception Making the decision to prioritize remote and hybrid work as an important pillar in our Employee Acquisition, Retention, and Experience Design and Delivery strategy.

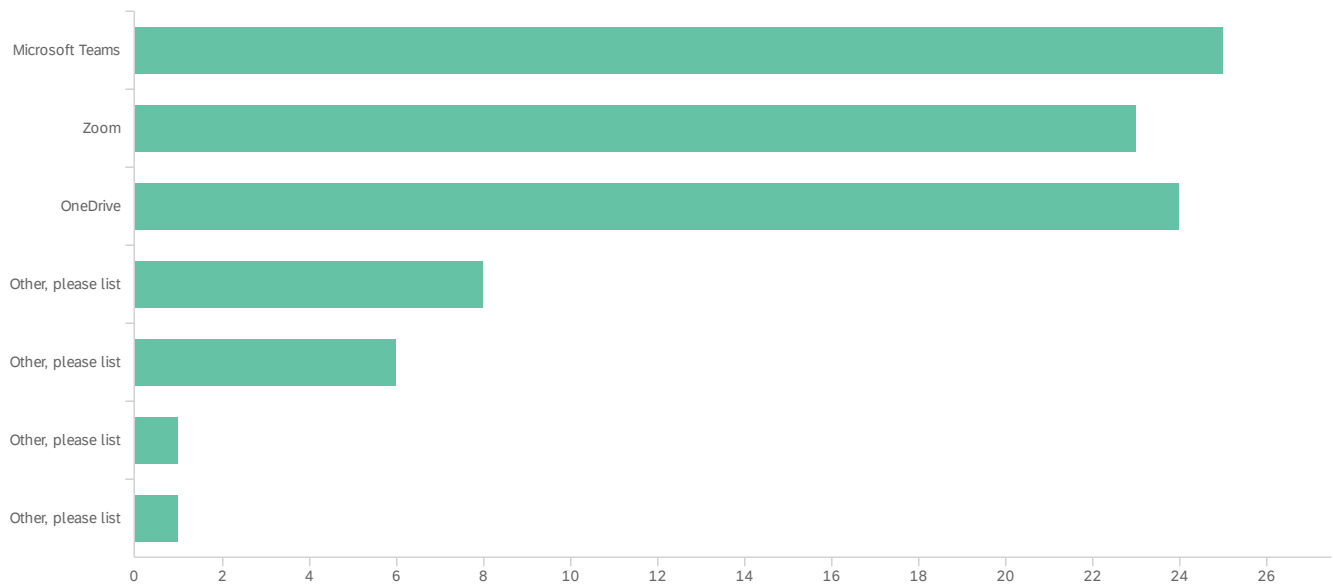
Ensuring compliance employment regulations outside of Texas.

The students want to be on campus in person and want to see and talk face to face to their advisors, etc.

productivity and cost to the university

Ensure alternative work arrangements are administered consistently and equitably and that the needs of the University are paramount.

Q56 - What communication tools are utilized for team collaboration? Select all that apply.



#	Field	Choice Count
1	Microsoft Teams	28.41% 25
2	Zoom	26.14% 23
3	OneDrive	27.27% 24
4	Other, please list	9.09% 8
5	Other, please list	6.82% 6
6	Other, please list	1.14% 1
7	Other, please list	1.14% 1
		88

Showing rows 1 - 8 of 8

Q45_4_TEXT - Other, please list

Other, please list

sharepoint

Outlook

Shared Drives

Skype

Other, please list

VOIP and softphones

Google Meets

Smartsheet

Google Meet

Q45_5_TEXT - Other, please list

Other, please list

secure ftp

Canvas

Phone

Jabber

Jabber

Ring Central

Q45_6_TEXT - Other, please list

Other, please list

Outlook

Q45_7_TEXT - Other, please list

Other, please list

Remote Work Stations

Q57 - What solutions have been implemented to ensure team engagement across an onsite, hybrid, and remote workforce?

What solutions have been implemented to ensure team engagement across an on...

Ongoing manager training and onboarding on managing remote work has been included in all UTSW leadership offerings. Topics range from skills-based modules and webinars on how to get the most out of communication and collaboration tools and technology, and robust KPI and goal setting approaches for productivity monitoring, to webinars on creating a sense of belonging and connection and engagement when employees are working remote. Employees also attend remote work training that outlines roles and responsibilities, but also productivity tools, staying informed, and wellness and community events (e.g., Business Resource group celebrations and events)

besides the technology tools indicated previously, there are no institution-level solutions as team engagement is handled at the departmental level.

Team meetings, events

Regular team and departmental meetings via the above communication platforms. Connecting supervisors with Organizational, Development and Engagement Team to provide resources, retreats and sessions for teams. Regular Town Hall meetings are conducted by the President in both in-person and virtual formats.

Occasional in person meetings, working through and learning to engage employees remotely to include meetings, 1:1 interactions, etc

Managers are responsible for engaging their teams.

It is expected teams continue to be engaged regardless of their on site- off site status. HR provides tips and trainings, however management at each department must find a plan that works best for them.

Regular communication

Required on-site collaboration, high expectations relative to participation in Zoom and other online meetings.

It depends on the group. Some utilize regularly scheduled Zoom meetings, others use group chat, check-in meetings, calls and texts, centrally scheduled programming, etc.

None at this time

Regular team meetings- virtual and hybrid

Training and development for supervisors regarding engagement and recognition in a virtual and hybrid environment. Hosting campus-wide employee recognition and engagement opportunities in multiple formats.

Limited Manager accountability and discretion at this time. IT, Procurement, and HR are collaborating on how best to improve employees' remote work access and experience Increased communication Training and Development opportunities This continues to be a work in progress

Training, involvement in departmental, divisional, and institutional meetings and events. Providing training and communication on inclusion, engagement, work-life balance.

Suggestions within Telework Guidelines are published.

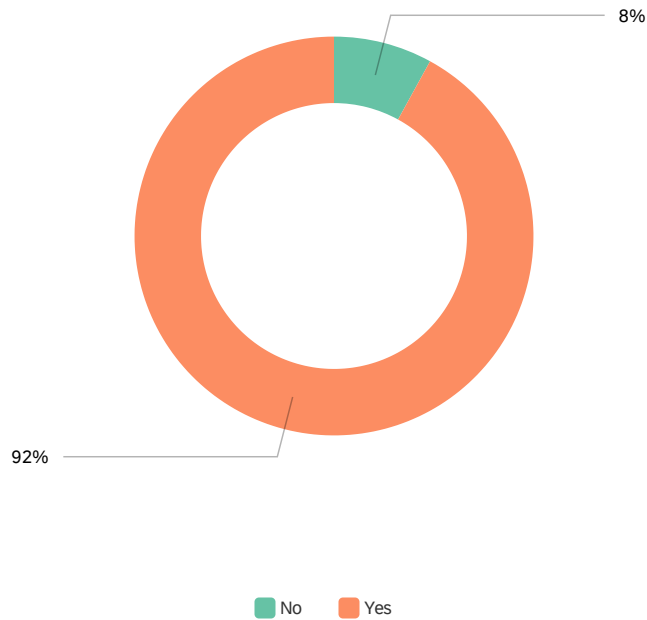
This is up to each individual supervisor

What solutions have been implemented to ensure team engagement across an on...

Nothing yet

We have provided various training and tools to assist departments. Examples: check-ins, telecommuting assessments for the supervisor, department and employee.

Q58 - Does your institution define the standard business hours during which remote workers must be available?



#	Field	Choice	Count
1	No	8.00%	2
2	Yes	92.00%	23

25

Showing rows 1 - 3 of 3

#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Does your institution define the standard business hours during which remote workers must be available?	1.00	2.00	1.92	0.27	0.07	25

Q59 - How does your institution measure the return on investment (ROI) for remote work?

How does your institution measure the return on investment (ROI) for remote...

The baseline is difficult to measure due to COVID and the disruptions created; however, several teams that have robust cycle time and observable KPIs and metrics have seen increases in productivity and outcomes (e.g., Revenue Cycle). In addition, engagement scores have largely held steady or improved in work groups that utilize a flex work or hybrid work model

n/a

Goal accomplishment

Currently not a measurement in place.

The level of work should meet or exceed the standards set by the department of the remote worker. If at least the minimum is not being reached, there may be a need for remedial or disciplinary action, just as if the employee were not working remotely.

N/A

This policy has been implemented for only 60 days. This will need to be measure later, however, there is no monetary investment in doing so, therefore the expectation is that performance continues to be at an appropriate level or better.

no

To be determined.

Work in progress

Supervisors and department heads are responsible for ensuring that employees approved for remote work arrangements are meeting performance and productivity expectations, just as if they were working onsite. Beyond performance management, the institution does not have ROI measures in place.

Outcomes and Impact Observations and feedback Employee surveys

Under development.

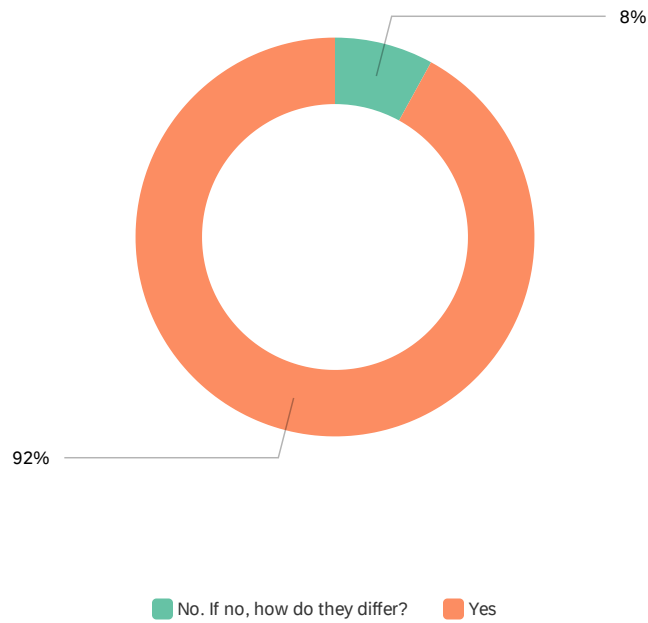
We do not

We do not have a process yet

We do not at this time.

Each department evaluates it. They can utilize the assessment tools to determine the success of the program and any areas for improvement.

Q60 - Are your institution's leave policies the same for remote work employees?



#	Field	Choice Count
1	No. If no, how do they differ?	8.00% 2
2	Yes	92.00% 23
		25

Showing rows 1 - 3 of 3

#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Are your institution's leave policies the same for remote work employees? - Selected Choice	1.00	2.00	1.92	0.27	0.07	25

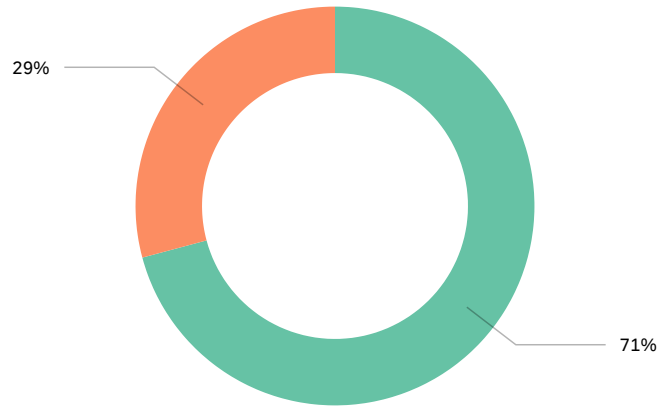
Q51_1_TEXT - No. If no, how do they differ?

No. If no, how do they differ?

No remote work policy.

For in Texas, yes. Out-of-state: subject to local and state laws

Q61 - Have you limited certain states for out-of-state remote work?



■ No
 ■ Yes. If yes, why?

#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Have you limited certain states for out-of-state remote work? - Selected Choice	1.00	2.00	1.29	0.45	0.21	24

#	Field	Choice Count
1	No	70.83% 17
2	Yes. If yes, why?	29.17% 7

24

Showing rows 1 - 3 of 3

Q57_2_TEXT - Yes. If yes, why?

Yes. If yes, why?

Employment law concerns from Legal Affairs

Would prefer employee do not work outside Texas

Yes. If yes, why?

We do not allow out of state work. There are potential payroll, benefits, tax implications to consider and it is not something that this campus engages in.

Remote/hybrid is expected for employees who live in the area. Typically, we do not hire people to work out of state remotely, except there are certain positions which require people living out of the Houston area or outside of the state. These are very rare situations, not the norm.

State labor laws do not align with Texas

Registration and tax concerns.

Q62 - In your opinion, what statutory changes are needed to ensure state agencies and universities can be competitive with the private sector with remote work opportunities?

In your opinion, what statutory changes are needed to ensure state agencies...

Texas Government Code Section 658.010, Place Where Work Performed _____ approval from the administrative head seems outdated. _____ Sec. 658.010. PLACE WHERE WORK PERFORMED. (a) An employee of a state agency shall, during normal office hours, conduct agency business only at the employee's regular or assigned temporary place of employment unless the employee: (1) is travelling; or (2) received prior written authorization from the administrative head of the employing state agency to perform work elsewhere. (b) The employee's personal residence may not be considered the employee's regular or assigned temporary place of employment without prior written authorization from the administrative head of the employing state agency.

Provide more flexibility and autonomy at the institutional level; remove the language in the regulations that states the agency head must approve. Update language to reflect modern business practices.

I don't know what all of the statutory regulations are. It seems like our own, internal processes need to be defined or redefined, as I do not see an external influence prohibiting the success of our flexible work program

Mandate. Some institutions will not do it otherwise.

N/A

Ability to offer remote/hybrid work arrangements with consistency and ability to evaluate/

State Government Code 658.010 – Place Where Work Performed needs to be updated.

Address out of state remote workers. Address the differences between faculty remote work and staff remote work. Many of our faculty employees, including adjunct instructors work remotely due to online classes, but they do not have alternate work location agreements as the remote component is built into the job duties.

Providing information on best practices

A common concern that arises from employees working remotely or in a hybrid arrangement (and pre-pandemic this would also arise during a university closure that inevitably required some employees to work remotely on an ad hoc basis) is 659.018 - Compensatory Time: Place Where Work Performed. This section of the government code restricts an eligible employee's ability to accrue compensatory time off if the hours attributable to work are performed at a location other than the employee's regular or temporarily assigned place of employment, and requires that advance approval of the administrative head of agency or designee to earn compensatory time at the employee's personal residence.

Unsure

State agencies/universities need to be able to compete for the best talent, regardless of location, and provide flexibility in an everchanging employment environment. Remote work has become a recruitment and retention strategy and necessary flexibility needs to be afforded to state agencies/universities to ensure the best talent can be recruited.

Nothing comes to mind

Additional support for remote work. It's going to be necessary to recruit and retain our workforce.

End of Report

