Human Resources has partnered with Information Services and Technology to develop an online remote work arrangement request process through OnBase.

Once a staff member has discussed the possibility of remote work with their manager, the staff member should start the online request process:

1. The staff member generates online request:
    a. The system auto-populates all demographics, including:
        i. Name
        ii. Departmental Information
        iii. Permanent Residence
    b. The staff member fills in the following:
        i. Requests remote work by filling in the **requested** work schedule, identifying for each day of the week:
            1. On campus
            2. Remote work in Massachusetts
            3. Remote work outside of Massachusetts
            4. Not Scheduled to Work
        ii. The request form will auto-tally the number of days requested
        iii. The staff member fills in the requested start date of the remote work arrangement
        iv. The staff member has the option to add notes to their request
        v. Identifies if permanent address is remote work location, if not, fills in remote work location
2. The system will then identify if a remote location is outside of Massachusetts. The staff member submits the request. By submitting the request, the staff member agrees to follow the University remote work guidelines and acknowledges that there may be tax implications for work outside of Massachusetts. The University does not provide tax advice.
3. The request is routed to the staff member's immediate manager for review
    a. The Manager will receive an email with a link to the request. They will log into OnBase using their Kerberos login & password + DUO and review the request in the workflow.
        i. They will be able to see all their pending requests in their workflow queue.
    b. Manager should review the entire request including any notes entered by the staff member.
        i. Manager can add notes on the NOTES tab.
    c. Scroll to the bottom of the form, enter a decision, sign with the button and **SAVE** the form
        i. Manager can approve as submitted. Manager can approve with changes, specifically the start date and days of week for working remotely (we encourage the manager to discuss the changes with the staff member). Manager can also

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approve with a seasonal limitation (for example: approved except for month of May for commencement)

    ii. Manager can approve on "trial period" - - the manager will identify an end date, and the system will re-generate the request 10 days prior to the end of the trial period for approval or denial of the continued remote work arrangement.

    iii. Manage can approve on a "trial period" with changes – this would reflect that the manager has made changes as in (b) above and is also only approving as a trial.

    iv. Manager can deny. All denials will require a reason for denial (drop down and comments). The comments are limited to 250 characters and will be merged into a notification sent to the staff member.

  d. Press the **DONE (identified with a red check mark)** button on the workflow if your decision is final and you are ready to send the form to the Dean/VP for approval.

    i. If you do not press the DONE button the request will be held in your queue until you press the DONE button and you could still edit your decision and notes.

    ii. If any type of approval was entered, the request is routed to Dean/VP/designee. If denied, the denial is sent, with reason, to the staff member

4. The approved requests are routed to the Dean/VP/designee for approval or denial.

  a. The Dean/VP will receive an email with a link to the request. They will log into OnBase using their Kerberos login & password + DUO and review the request in the workflow.

    i. They will be able to see all their pending requests in their workflow queue.

  b. Dean/VP should review the entire request including any notes entered by the staff member's and Manager.

    i. Dean/VP can add notes on the NOTES tab.

  c. Scroll to the bottom of the form, enter a decision, sign with the button and **SAVE** the form

    i. Dean/VP/designee approves or denies - if there are minor changes, then can be included in the comments section. If there are significant changes, are they would deny with comments and the staff member would submit a new request, if they are interested in re-submitting.

    ii. Dean/VP/designee can approve as a trial period

    iii. Approvals for remote work **in Massachusetts** with Dean/VP/designee approval result in an approval notice being sent to the staff member and manager

    iv. Denials by Dean/VP/designee will result in a denial notice being sent to the staff member and manager with reason for denial and comments (250-character limit, comments to be seen by staff member).

    v. Approvals for remote work **outside of Massachusetts** with Dean/VP/designee approval will be routed to VP, Human Resources for approval. If approved, Dean/VP/designee, manager and staff member will receive approval notice. If denied, all three will receive denial notice.

  d. Press the DONE button **(identified with a red check mark)** on the workflow if your decision is final and you are ready to send the form to the HR VP for approval (if out of state remote work) or notify the staff member of approval.

        i. If you do not press the DONE button the request will be held in your queue until you do press the DONE button and you could still edit your decision and notes.

5. Remote work arrangements may start when the staff member has received approval notification through the online system.
6. Managers have discretion to revoke remote work arrangements at any time upon 30 days' notice to the staff member, with the approval of the applicable dean or vice president (or designee). Please consult with your HRBP if you are ending a remote work arrangement.
   a. If there is a temporary reason for requiring on campus work, the notice will be given as soon as practicable, but no particular notice period is required.
7. Remote work arrangements are not contracts and do not change the at-will nature of the employment relationship.