Policy Title: Workplace Flexibility Guidelines
Policy ID: TBD
Status: FINAL
Original Policy Date: March 21, 2022
Last Revised: N/A
Oversight Executive: Associate Dean for Academic and Faculty Affairs and Associate Dean for Administration
Applies To: All UVA School of Data Science faculty and staff
Publicize Policy? Yes

Reason for Guidelines
The School of Data Science (SDS) is committed to a work environment that is efficient, effective, and equitable for all employees. We recognize the importance of balancing the physical and emotional well-being of team members with individual and collaborative work across the School. As a School that promotes open collaboration and shared discovery, our work model must therefore encourage in-person interactions amongst team members and with the greater UVA and data science communities.

This document establishes a set of guidelines for use by all SDS staff to set expectations around work environment and work schedule that balances employee preference with the priorities and well-being of their area unit in alignment with the School's mission and growth. This is in compliance with the University Workplace Flexibility Policy (HRM-012) that outlines University Policy on flexible work schedules.

Definitions
Flexwork: to describe working from alternative locations, alternative work schedules, or a combination of the two.
Alternative Work Location, Alternative Work Schedule, Central Workplace, Flexible Work Options, Flexwork Agreement, and *Human Resources Management System (HRMS):* refer to the University Workplace Flexibility Policy (HRM-012).

Flexwork Model
All full-time staff of SDS have the option of adopting a flexwork model that includes a combination of in-person work on Grounds/at their SDS office location and in alternative work location(s), excluding those with existing terms of employment, other arrangement at time of hire or in consultation with the supervisor. While a range of possibilities exist, including a fully in-office model, all employees will be expected to meet the following requirements for workplace location and schedule:
1. Employees may determine their work schedule in consultation with their direct supervisor, which may shift depending on needs and expectations as appropriate but should maximally overlap with UVA standard business hours (Monday-Friday, 8:00 AM-5:00 PM Eastern Time).
2. Spend at minimum the equivalent of three (3) working days per week on Grounds, including dedicated time at their primary workstation or other SDS facility.
3. SDS team members who teach or participate in academic courses must abide by the University's guidelines on instructional modality of the course(s) as defined in the system of record.

Fully remote work models and work schedules that are primarily outside of the standard working schedule of the University require approval per the exception policy outlined below. Postings for new positions and negotiation for new hires must also be approved as an exception before posting or before final hire is made if work expectations do not align with the stated model.

The University provides Flexwork Guidance and FAQs to help employees and supervisors determine best practices for setting up an effective workstation for remote work.

Flexwork models for part-time staff and student workers (undergraduate and graduate) are not required to comply with this model and can be tailored in direct coordination with their supervisor.

Expectations
As employees and supervisors consider their work schedule and any modification to their work locations and/or schedule, they should consider the following expectations:
1. SDS provides only one workstation setup per employee. Elements of this workstation can be moved to a remote location as appropriate, but the primary workstation setup provided by the SDS should be in the employee's primary work location.
2. Events and activities should be delivered in the modality that is determined to be of the greatest benefit for the community involved. There are times when 100% virtual events and activities provide the best opportunity and accessibility. School-wide events that include stakeholders across the School and larger community that organizers would like to host virtually should be approved by the Dean's Cabinet to ensure alignment with strategic priorities of the School via this form.
3. Meetings are not required to provide an online option but can upon the discretion of the organizer(s).
4. All SDS staff, except for those approved for fully remote work, should attend School-wide meetings including retreats, state of the school updates, and other major events in-person.
5. Managers are responsible for monitoring and ensuring compliance with the flexwork guidelines as well as always ensuring appropriate in-person coverage for the area or unit.
6. All SDS staff are expected to update Outlook calendars to note "Working Elsewhere" on days individuals are working at an alternative location.

Modifications and Exceptions
These guidelines will be reviewed at a minimum once per year by the Dean's Cabinet and approved by the Dean. The overall model or the expectations outlined above may be modified or suspended at any time at the discretion of the Dean to meet the priorities and needs of the school or in alignment with University policy.

An individual's work model and schedule can be set or modified to be outside of these guidelines through an exception process. Exceptions are submitted through a written flexwork agreement, approved by the Dean's Cabinet, and filed with HR in the employee personnel file.

Certain positions may require additional in person interaction and/or be determined to be ineligible for flexwork. If this is the case, an exception to this policy will be outlined through an agreement at the time of implementation of these guidelines, at the time of hire, or at the discretion of the supervisor based on the necessary responsibilities for the position. This determination is made in alignment with the Guidelines for Determining whether Telecommuting is Appropriate for the Position and requires approval by the Dean's Cabinet.

Non-conformance with policy
Faculty or staff encountering non-conformance with this policy should report this to the Dean's Office.

Next Scheduled Review: Spring 2025
Approved by, Date: Approved by SDS Dean, March 21, 2022
Supersedes (previous policy date): N/A