

Space Management and Flexible Work Policy

POLICY INFORMATION

Policy Sponsor(s): Joshua Wright, Chief Facilities and Planning Officer

Helena Rodrigues, Chief Human Resources Officer

Responsible Unit(s): Facilities & Planning, Human Resources

E-mail: hradmin@arizona.edu

ssm-contact@arizona.edu

Purpose and Summary

This Policy outlines University of Arizona (University) requirements and expectations for the management of University Property. This Policy also establishes requirements for Staff related to Work Location(s) and Flexible Work Agreement(s) at the University. In-person, on-site work, Monday-Friday, 8 a.m. to 5 p.m., is the standard arrangement for most Staff, but Units may establish remote work opportunities and alternative schedules.

Scope

This Policy applies to all employees and all Units. Policy section A applies to all faculty, Staff, graduate assistants/associates, and student workers. Policy sections B and C apply to all Staff and all Supervisors who have Staff reporting to them.

This Policy does not apply to faculty, Staff, graduate assistants/associates, and student workers seeking flexibility as a [reasonable accommodation](#).

Definitions

Flexible Work Agreement means an ongoing, consistent agreement that allows a Staff member:

- to work from a Work Location other than the Unit's default Work Location(s) and/or
- to be assigned a work schedule that is different from the Unit's regularly scheduled work hours.

A Flexible Work Agreement can include either or both types of flexibility. One-time, ad-hoc, or occasional needs to utilize flexibility can be approved directly by a Supervisor without submitting a Flexible Work Agreement.

Staff means University Staff and Classified Staff.

Supervisor means a faculty or Staff member who is responsible for directing the work, managing performance, and approving time for a least one faculty or Staff member.

Unit means any University college, school, department, program, or other operating unit.

University Property means all land, buildings, and other facilities owned, operated, leased, or controlled by the University.

Work Location means, for the purpose of this Policy, the location where Staff perform work duties for the University. Work Locations include, but are not limited to, University buildings, offices, or workplaces, and the remote work locations where Staff perform their duties.

Policy

A. Space Management

1. The Arizona Board of Regents (ABOR) holds ownership and occupancy rights of all University Property.
2. ABOR delegates occupancy and use of all University Property, including space, to the University President. The President or designee appoints the [Space Committee](#) members to align the development and utilization of University Property with the University's strategic goals in concert with ABOR policies governing land planning, capital development, and space utilization.
3. The [Space Committee](#) assigns space to Colleges/Divisions.
4. Colleges/Divisions are responsible for designating their assigned space among their Units. Units are responsible for assigning space to individual faculty, Staff, graduate assistants/associates, and student workers. All such designations and assignments are subject to approval by the President or the Provost and Chief Academic Officer.
5. Space Strategy & Management provides decision support for space utilization, including data management and reports on space use.
6. In coordination with Space Strategy & Management, Colleges/Divisions must maintain current and accurate information for all assigned space.

B. Work Locations(s)

1. Senior Leaders, Division Leaders, and Deans establish parameters for allowable Work Locations on University Property and Work Locations outside of a University building, office, or workplace.
2. Staff must report their assigned Work Location(s) in UAccess Employee. At a minimum, Staff and Supervisors must annually review each Staff member's Work Location and confirm in UAccess Employee that it is up to date. Any changes in Work Location must be documented in UAccess Employee.

3. Some Units hire Staff to work in fully remote or hybrid Work Locations. These Staff must also report their Work Location(s) in UAccess Employee.

C. Flexible Work Agreement(s)

1. Senior Leaders, Division Leaders, and Deans establish parameters for the type of Flexible Work Agreements that are permitted within their Units. In some Units, Flexible Work Agreements may not be available. Supervisors must follow the parameters established by their respective leader when determining specific types of flexible work that are allowed for their Unit or when reviewing and approving Staff requests.
2. Staff must report their Flexible Work Agreements (if applicable), including types of flexible work that a Supervisor has determined are allowed for their Unit, through UAccess Employee, which will route to their Supervisor. All reported agreements are subject to Supervisor approval in UAccess Employee. An approved Flexible Work Agreement does not serve as a precedent for a future arrangement within a Unit.
3. At a minimum, Staff and Supervisors must annually review approved Flexible Work Agreements and confirm in UAccess Employee that they are up to date. If a Staff member wishes to revise their approved Flexible Work Agreement, they must resubmit their request in UAccess Employee. Supervisors must review and approve Flexible Work Agreements as changes are requested.
4. Staff must be able to fully and effectively complete their assigned job duties under a Flexible Work Agreement. An approved Flexible Work Agreement does not modify expectations regarding a Staff member's performance.
5. Flexible Work Agreements are a privilege and are considered non-permanent. The agreements are revocable and are not an expectation of employment. Supervisors may modify or terminate Flexible Work Agreements. If a Flexible Work Agreement is modified or terminated due to business needs, Supervisors are encouraged to provide Staff with at least 30 calendar days' written notice when possible. If the Flexible Work Agreement is terminated due to performance concerns, the agreement may be terminated immediately.
6. Staff with Flexible Work Agreements remain subject to all applicable University policies and federal and state laws. For example, all non-exempt Staff must document (via timesheet, time and attendance system, etc.) actual hours worked and leave used, take required meal and rest periods, and have overtime pre-approved by their Supervisor.
7. Separate approval is required for [out-of-state](#) or [international work](#). Upon approval, Staff should document their Work Location and/or Flexible Work Agreement in UAccess Employee.

Compliance

Human Resources and Facilities & Planning are responsible for overseeing compliance with this Policy.

Please note that the following sections are provided solely for the convenience of users and are not part of the official University policy.

Sources

[ABOR Policy 7-201](#)

Related Information

University Space Management Procedures

Refer to the [Flexible Work for Employees](#) page and the [Flexible Work for Supervisors](#) page on the Human Resources website for guidelines and more information such as the types of flexible work.

Refer to the [Reasonable Workplace Accommodations](#) page on the Disability Resources Center website for more information.

Refer to the [Out-of-State Domestic \(U.S.\) Work Arrangement Processes](#) and [International Employment](#) page for more information.

Refer to the [Performance Management](#) page for more information.

[Space Committee](#)