

Minutes
A&S Staff Association Meeting
Tuesday, October 17, 2:00–3:00 p.m.
BAB218

- I. Call to order (Joshua Boydston)
- II. Approval of September 2023 meeting minutes – Attachment 1 (Joshua Boydston) (17 yes, 0 no, 0 abstain; motion passes unanimously)
- III. Committee Reports
 - A. Activities Committee (Cynthia Houchens)
 1. Cynthia was unable to attend; information was presented by Joshua Boydston.
 2. Fall Festival: Thursday, October 19, 2023, 12:00–1:30 p.m., in Humanities 300
 - a. Four submissions for chili; three submissions for cornbread for competition
 - b. 40 staff members have RSVPed to attend
 - c. Prizes purchased by Activities Committee
 - d. Set-up will start at 11:00 a.m.
 - B. Professional Development Committee (MaryPat Chiavaroli)
 1. The Professional Development Committee is working with A&S in the planning of a training session to review processes and policies for all staff, including admins and other departmental staff. If staff have any specific topics they would like to be covered or reviewed, email ashumres@louisville.edu.
 - C. Staff Grievance Committee (Camille Woods)
 1. Two grievances have been reported since September 7, 2023; both expressed issues about the current remote work policy.
 - a. Grievances have been reported through email and verbally to members of the Staff Grievance Committee.
 2. Grievance Committee members met with Dean Touron yesterday (October 16, 2023) to discuss the current grievances.
 - a. Take-aways from that meeting are as follows:
 - 1) The Remote Work Survey for Supervisors is complete, and the information is ready to be disseminated to staff.
 - 2) A&S Grievance Committee roles and responsibilities were discussed in regard to the university grievance process and how the two different procedures may conflict.
 - 3) There is concern that if a grievance goes through the A&S Staff Grievance Committee as opposed to the university committee, the grievance may not be resolved appropriately.
 - 4) In the future the A&S staff Grievance Committee would like clarification on the differences between committees and future roles and responsibilities.

- 5) Incogneato will now only be seen by Dean Touron, as staff have had concerns about the amount of people who would see the grievance. The staff member who submitted the grievance will remain anonymous but will not receive a response unless they asked for one specifically.
 1. Rae Stilwell will work on updating the language on the A&S website to reflect this new review process for Incogneato submissions.
 - 6) Dean Touron expressed to the committee that staff can address any concerns about the remote work policy to her directly.
- b. In response to the meeting with the dean:
- 1) The committee will provide a recommendation based on results of the meeting and will confer as a committee to decide any future actions.
 - 2) Email sent out by Dean Touron on Tuesday, October 17, was in response to staff concerns about the current remote work policy.
 - 3) The committee members will give a response to reported grievances based on disclosure of grievance.
 - 4) The change in Incogneato needs to be announced to staff.
 - 5) The committee expressed the desire for communication and transparency to the dean during the initial meeting; the dean's response was indicative of her willingness to reciprocate.

IV. Results of the Remote Work Survey for Staff (Joshua Boydston)

- A. 52.24% response rate to the survey (70 respondents from 134 staff recipients)
- B. Identifying information was removed and comments were uncoupled from other survey responses to maintain anonymity of staff members.
- C. General trends from the data:
 1. The overwhelming majority of respondents (94.2%) voiced support for allowing A&S staff to work remotely, and a majority of respondents (77.1%) expressed support for increasing the number of remote days per week for all staff.
 2. The majority of respondents (64.3%) agreed that “current restrictions on remote work harm staff morale and retention.” A significant majority of respondents (87.2%) agreed—and 84.3% *definitely* agreed—that “eliminating remote work for staff would harm staff morale and retention.”
 3. A significant majority of respondents indicated that they “feel comfortable speaking with [their] supervisor about working remotely” (85.7%), that “the expectations of working remotely ... are sufficiently clear in the current policy” (78.6%), and that they “have access to all the technology and resources needed to be productive when working remotely” (95.7%).
 4. Respondents were divided in their support for the current A&S Remote Work Policy *as written* (50.0% agreed vs. 35.7% disagreed) and were evenly split in their support for the current policy *as implemented* (42.9% vs. 42.9%). Likewise, there was no consensus on whether the current arrangement is negatively impacting on-site staff (35.7% agreed vs. 40% disagreed).

5. Only a small minority of respondents (12.8%) agreed that “the current remote work arrangement is being implemented fairly across the College.” Slightly more than half of respondents (52.9%) disagreed, while another third (34.3%) neither agreed nor disagreed.
 6. On the other hand, a majority of respondents (71.4%) agreed—and nearly half (47.1%) definitely agreed—that “supervisors should have discretion to determine whether or how often an employee is allowed to work remotely.” Additionally, a slight majority of respondents (54.9%) agreed that “how often an employee works remotely should depend on the requirements of their position.” (It’s not clear how to square this support for more variation across the College with concerns about lack of fairness and consistency.)
 7. A small minority of respondents agreed that increasing remote work for staff would negatively impact their colleagues’ job performance (10.0%), students (11.4%), faculty (4.3), or on-site staff (20.0%). The remaining respondents either disagreed or neither agreed nor disagreed with these concerns.
 8. A slight majority of respondents (58.6%) agreed with the idea of “one ‘core’ day [each week] when all staff are required to work on campus, for the sake of team building and camaraderie,” while an additional 22.9% neither agreed nor disagreed.
 9. A significant majority of respondents (82.9%) supported “letting supervisors work out one-exceptions on a case-by-case basis, without needing to consult with the Dean or HR.” A third of respondents (34.3%) and a quarter of respondents (24.3%) expressed support for one-day and one-week “exceptions for extenuating circumstances not covered by Sick Leave, Family and Medical leave, etc., but only if approved by the Dean and HR, respectively. (It must be noted that these options were not mutually exclusive.) Only a few respondents (4.3%) that they “do not believe that *any* exceptions should be made.”
 10. Three-quarters of respondents (75.7%) indicated that there are “other staff members in [their] own department/unit who can provide in-person support on [their] remote days, while only two-fifths of respondents (41.4%) indicated that they could rely on staff in other departments/units for in-person support.
 11. Although the results indicated that most respondents who answered optional questions 6 and 7 could rely on colleagues in their own buildings and on their same floor to provide in-person support on their remote days, a notable number of respondents would only be able to work remotely if colleagues on different floors (30.4%) or in different buildings (10.7%) were allowed to provide support.
 12. Responses indicated that there is significant variation in the frequency of face-to-face interactions with students and faculty, with further variation depending on respondents’ workplace (e.g., Dean’s Office vs. academic departments).
- D. By the end of the day, Josh will distribute the anonymized raw data, compiled results, and charts with A&S staff via the ULASSA listserv and with the dean, along with an offer to present the results and answer any questions about the data, process, etc.

- E. If there remains inflexibility amongst supervisors (e.g., supervisors refusing to allow staff to work remotely), the dean has expressed that she will discuss it with the supervisor on the staff member's behalf.
- V. Revised petition to amend the ULASSA Bylaws – Attachment 2 (Joshua Boydston)
 - A. Based on suggestions voiced at the August meeting, the petition has been revised to specify a coordinated start date for chairs' terms, following the schedule used for ULASSA officers' terms.
 - B. Current chairs or co-chairs would remain in office beyond their one-year term until replacements can be made in April, at which point the revised bylaws would take effect.
 - C. Since the petition was amended, this now counts as the first reading. The second reading will happen at the November meeting, at which point a vote can be held.
- VI. Other business
 - A. No other business at this time.
- VII. Motion to adjourn (17 yes, 0 no, 0 abstain; motion passes unanimously)

Results of the Remote Work Survey for Staff

Prepared by Joshua Boydston (President, A&S Staff Association)

October 17, 2023

Number of Survey Recipients: 134
 Responses Received: 70
 Response Rate: 52.24%

Questions marked with an asterisk (*) were required.

The Current Remote Work Policy

1. Please rate your agreement with the statements below. *

	Definitely disagree (%)	Somewhat disagree (%)	Neither agree nor disagree (%)	Somewhat agree (%)	Definitely agree (%)
a. In general, I support A&S staff being allowed to work remotely.	0	1.4	4.3	7.1	87.1
b. I support the current A&S Remote Work Policy <i>as written</i> .	7.1	28.6	14.3	32.9	17.1
c. I support the current A&S Remote Work Policy <i>as implemented</i> .	14.3	28.6	14.3	28.6	14.3
d. The current remote work arrangement is negatively impacting on-site staff.	28.6	11.4	24.3	20.0	15.7
e. Current restrictions on remote work harm staff morale and retention.	10.0	10.0	15.7	32.9	31.4
f. The current remote work arrangement is being implemented fairly across the College.	30.0	22.9	34.3	11.4	1.4
g. I feel comfortable speaking with my supervisor about working remotely.	5.7	1.4	7.1	20.0	65.7
h. The expectations of working remotely (e.g., productivity, working hours, availability, work space, technology) are sufficiently clear in the current policy.	1.4	5.7	14.3	30.0	48.6
i. I have access to all the technology and resources needed to be productive when working remotely (e.g., computer, broadband internet, VPN access).	2.9	0	1.4	15.7	80.0
j. A&S leadership is sufficiently enforcing the current A&S Remote Work Policy.	12.9	14.3	38.6	18.6	15.7

Revising the Remote Work Policy

2. Please rate your agreement with the statements below. *

	Definitely disagree (%)	Somewhat disagree (%)	Neither agree nor disagree (%)	Somewhat agree (%)	Definitely agree (%)
a. The number of remote days per week should be increased for all staff.	5.7	4.3	12.9	25.7	51.4
b. How often an individual employee works remotely should depend on the requirements of their position (i.e., some employees should have more remote days than others).	12.9	10.0	21.4	22.9	32.9
c. Supervisors should have discretion to determine whether or how often an employee is allowed to work remotely.	8.6	10.0	10.0	24.3	47.1
d. Increasing remote work for staff would negatively impact my colleagues' job performance.	54.3	17.1	18.6	7.1	2.9
e. Increasing remote work for staff would negatively impact students.	42.9	22.9	22.9	7.1	4.3
f. Increasing remote work for staff would negatively impact faculty.	55.7	20.0	20.0	2.9	1.4
g. Increasing remote work for staff would negatively impact on-site staff.	37.1	18.6	24.3	12.9	7.1
h. Increasing remote work for staff would harm staff morale and retention.	55.7	24.3	8.6	5.7	5.7
i. Eliminating remote work for staff would harm staff morale and retention.	4.3	1.4	7.1	2.9	84.3
j. Each week, there should be one "core" day when all staff are required to work on campus, for the sake of team building and camaraderie.	10.0	8.6	22.9	22.9	35.7

Exceptions to the Remote Work Policy

3. Under what circumstances do you think exceptions to the A&S Remote Work Policy should be allowed? **Please check all that apply.** *

	Respondents who selected (#)	Respondents who selected (%)
I do not believe that <i>any</i> exceptions should be made.	3	4.3
I support <i>one-day</i> exceptions for extenuating circumstances not covered by Sick Leave, Family and Medical Leave, etc.	24	34.3
I support <i>one-week</i> exceptions for extenuating circumstances not covered by Sick Leave, Family and Medical Leave, etc., but only if approved by the Dean and HR.	17	24.3
I support letting supervisors work out one-off exceptions on a case-by-case basis, without needing to consult with the Dean or HR.	58	82.9
<i>Other</i>	8	11.4
1. "This is such a broad question that does not have a simple answer. Yes, exceptions can be made but if there was a more flexible remote work policy there would not be nearly as much discussion regarding exceptions. I believe exceptions are the business of the employee, supervisor and dean. That is not my place to say what warrants an exception or if exceptions should be allowed at all."		
2. "I support one day minimal of remote work; with flexibility for alternate days under extenuating circumstances due to traffic/bridge work, weather, quarantining or needed at home (issues; plumber, electrician, delivery, etc.) - and are equipped with laptop, internet, phone access...."		
3. "There will always be a supervisor that will do what they want to do and it doesn't matter what the policy is. Some chairs do not care if the staff works remotely or comes into the office, which is not equitable to the staff that come in. The supervisors approve their timesheets, and the person does not claim sick or vacation time and mark that they were working. Pre-covid, the staff person took vacation, sick time or personal leave time if they needed time off. The university is very generous with the amount of sick and vacation time we are given and there should be no exceptions for someone that calls in sick and then changes it to remote work because the supervisor will approve it. The supervisor should follow the rules of HR and not approve a remote day when someone calls in sick. Until supervisors are held responsible, which is not happening makes this not equitable to those staff that follow the rules and have a good work ethic. All staff should be onsite except for their one day."		
4. "No matter what policy the University implements some departments do what they want and have their own policy. If they think the employee should be able to work from home they let them."		
5. "I support letting employees work remotely most or all of the time, depending on their individual situations."		
6. "If it is an exception for every week, then those should be approved by the Dean or HR."		
7. "To help be supportive as a supervisor allowing flexibility based on various matters is key. A long commute with bad weather I would encourage a work from home situation as a supervisor. Since our roles are not student facing."		
8. "I support case by case exceptions but the same time should be offered for all staff at some point to allow for equal time remote."		

NOTE: Since respondents could select more than one option, the number and percentage of respondents add up to more than 70 and 100%, respectively.

In-Person Coverage

4. *Are there other staff members in your own department/unit who can provide in-person support on your remote days? **

	All respondents (%)
Yes	75.7
No	11.4
Not sure	0.0
Not applicable	12.9

Of the 49 respondents who answered question 14:

	Respondents (12) in Dean's Office (%)	Respondents (24) in academic departments (%)	Respondents (7) in program, centers, or institutes (%)	Respondents (6) in other (%)
Yes	83.3	75.0	42.9	83.3
No	0.0	16.7	14.3	16.7
Not sure	0.0	0.0	0.0	0.0
Not applicable	16.7	8.3	42.9	0.0

5. *Are there any staff members in other departments/units who can provide in-person support on your remote days? **

	All respondents (%)
Yes	41.4
No	21.4
Not sure	15.7
Not applicable	21.4

Of the 49 respondents who answered question 14:

	Respondents (12) in Dean's Office (%)	Respondents (24) in academic departments (%)	Respondents (7) in program, centers, or institutes (%)	Respondents (6) in other (%)
Yes	33.3	50.0	14.3	50.0
No	16.7	20.8	28.6	16.7
Not sure	25.0	12.5	14.3	16.7
Not applicable	25.0	16.7	42.9	16.7

6. *If you answered “Yes” to questions 4 and/or 5 above, are those staff members located in the same building as you?*

All 69 respondents, including those who did not answer “Yes” to either question 4 or 5:

	All 69 respondents (%)
Yes	72.5
No	8.7
Not sure	0.0
Not applicable	18.8

Of the 56 respondents who answered “Yes” to questions 4 and/or 5:

	Respondents (%)
Yes	89.3
No	10.7
Not sure	0.0
Not applicable	0.0

Of the 39 respondents who answered “Yes” to questions 4 and/or 5 *and* who answered question 14:

	Respondents (10) in Dean’s Office (%)	Respondents (21) in academic departments (%)	Respondents (3) in program, centers, or institutes (%)	Respondents (5) in other (%)
Yes	60.0	66.7	100.0	60.0
No	30.0	33.3	0.0	40.0
Not sure	0.0	0.0	0.0	0.0
Not applicable	10.0	0.0	0.0	0.0

7. *If you answered “Yes” to questions 4 and/or 5 above, are those staff members located in the same building and on the same floor as you?*

All 69 respondents, including those who did not answer “Yes” to either question 4 or 5:

	All 69 respondents (%)
Yes	55.1
No	24.6
Not sure	0.0
Not applicable	20.3

Of the 56 respondents who answered “Yes” to questions 4 and/or 5:

	Respondents (%)
Yes	67.9
No	30.4
Not sure	0.0
Not applicable	1.8

Of the 39 respondents who answered “Yes” to questions 4 and/or 5 *and* who answered question 14:

	Respondents (10) in Dean’s Office (%)	Respondents (21) in academic departments (%)	Respondents (3) in program, centers, or institutes (%)	Respondents (5) in other (%)
Yes	80.0	85.7	100.0	100.0
No	20.0	14.3	0.0	0.0
Not sure	0.0	0.0	0.0	0.0
Not applicable	0.0	0.0	0.0	0.0

8. On average, about how often have students come to your office to request in-person assistance in the past month? *

	All respondents (%)
Hourly	4.3
A couple times per day	10.0
Once per day	4.3
A couple times per week	18.6
Once per week	2.9
A couple times a month	21.4
Never	27.1
Not sure	2.9
Not applicable	8.6

Of the 49 respondents who answered question 14:

	Respondents (12) in Dean's Office (%)	Respondents (24) in academic departments (%)	Respondents (7) in program, centers, or institutes (%)	Respondents (6) in other (%)
Hourly	0.0	4.2	14.3	16.7
A couple times per day	8.3	12.5	0.0	0.0
Once per day	0.0	0.0	0.0	16.7
A couple times per week	0.0	37.5	0.0	0.0
Once per week	0.0	8.3	0.0	0.0
A couple times a month	0.0	25.0	42.9	16.7
Never	83.3	8.3	28.6	33.4
Not sure	0.0	0.0	0.0	0.0
Not applicable	8.3	4.2	14.3	16.7

9. On average, about how often have faculty come to your office to request in-person assistance in the past month? *

	All respondents (%)
Hourly	1.4
A couple times per day	10.0
Once per day	1.4
A couple times per week	12.9
Once per week	4.3
A couple times a month	24.3
Never	38.6
Not sure	2.9
Not applicable	4.3

Of the 49 respondents who answered question 14:

	Respondents (12) in Dean's Office (%)	Respondents (24) in academic departments (%)	Respondents (7) in program, centers, or institutes (%)	Respondents (6) in other (%)
Hourly	0.0	4.2	0.0	0.0
A couple times per day	0.0	20.8	0.0	0.0
Once per day	0.0	0.0	0.0	0.0
A couple times per week	0.0	20.8	28.6	0.0
Once per week	8.3	0.0	14.3	0.0
A couple times a month	33.3	25.0	0.0	16.7
Never	50.0	29.2	57.1	50.0
Not sure	0.0	0.0	0.0	0.0
Not applicable	8.3	0.0	0.0	33.3

Final Questions

10. Please share any other thoughts or concerns you have regarding the remote work policy. If you would like to further explain any of your above responses, please do so here. *

NOTE: Comments such as “Not applicable,” “N/A,” “Nothing to add,” etc. have been excluded from this list. The remaining comments were alphabetized by first word in the interest of anonymity.

Allowing for more remote days and flexibility will help staff morale. Faculty do not come to campus as often as staff and we are finding that the students prefer remote appointments more than in person.

Each A&S Dept./Unit operates differently and have different needs, therefore the supervisor should have some role in the approval and set remote schedule for the staff of that dept.

Eliminating remote policy would be detrimental to all staff. I believe many staff would leave to find other jobs that do offer remote work. With a minimal 2% raise that was provided, at least remote work offers some savings on gas to campus.

Empower supervisors to make decisions based on what is best for their employees and constituencies.

Exceptions to the remote work policy should be at the discretion of the supervisor especially for caregivers.

Flexibility is key; as things come up to allow exceptions. University wide consistency would be helpful.

I agree that commuting should be considered an exception. I also believe that for the most part the remote policy needs to be consistent throughout the college. It is not equitable that some people can work from home 3 days a week and others only get 1 day but have to pay for more gas to commute into work.

I almost never work remotely except under extenuating circumstances but I don't begrudge those who'd rather work remotely. I feel people should be able to do what is best for themselves.

I am fine with current 1-day a week remote work for all A&S staff.

I appreciate that the university has developed a remote work policy and adjusts it based on the season (academic year vs. summer). I believe there are certain aspects of a lot of our jobs that need an in-person component, even just for community and collaboration. However, I think there should be flexibility with individuals and their circumstances. I'm thinking about the JCPS busing fiasco for instance. Parents have it a lot harder. I would say leave this up to supervisors, but also I think that having a bit more flexibility higher up can be useful. Not every supervisor is accommodating.

I appreciate the opportunity to provide feedback regarding the A&S Remote Work Policy. To note, staff morale is at an all-time low due to low wages, favoritism, power dynamics and increasing cost of living. Majority of your staff cannot afford to work or to live. Allowing more remote work would provide a bit of relief that is desperately needed. There are so many that value the work we do and consistently work hard. If there is minimal effort to have staff be paid more, at least don't force them to be in office when gas is \$4 a gallon, there is an ongoing pandemic which is still spreading sickness and majority of staff are not student facing.

I believe all staff should have the opportunity for at minimum one day per week of remote work (implemented at the college level or higher, like A&S). However, all jobs are different so supervisors should be able to implement their own policies for remote work that fits the unique functions of

<p>their department/office. The "fairness" argument seems silly to me because some positions are largely student-facing and others are not. Those in non-student-facing positions should not be forced to work in-person just because other people cannot function remotely as much.</p>
<p>I believe nobody would be negatively impacted if my colleagues and I (all with the same job) were to work remotely. Even when we're here in our campus offices, we often simply call each other via phone or Teams to talk, solve a problem etc, rather than going to each other's office. No students have ever come to see me because my job in finance doesn't have anything to do with students. All faculty I work for (seven departments) have offices in other buildings, and I almost exclusively talk to them via email, with the exception of a sporadic in-person meeting.</p>
<p>I believe the remote work policy should be more flexible. I am quite capable of completing my work at home, I have a home office, printer and have my phones forwarded to my cell phone when I am working remotely. We do not have an influx of students coming into our offices now that A&S is handling all of the advising for the departments.</p>
<p>I do feel like if a staff member is sick or needs to stay home with the kid, working from home should be allowed instead of forced sick leave. Work can still be done.</p>
<p>I do not work with students directly mine is mostly ordering for labs which is done by email. I only get to work remotely one day a week but I get so much done remotely because it's quiet. I don't feel like my supervisor is approachable to ask for more days if it was granted and I don't think that's fair. It also has a negative impact on my morale and more days would save on my household as far as gas and parking.</p>
<p>I don't think you can make it fair for all because there will always be supervisors that allow some more than others if allowed to have that freedom. I hope though more effort will be made to allow everyone the chance to have equal time remote.</p>
<p>I support supervisors allowing employees to work remotely on a case-by-case basis, but informing the Dean's office and HR.</p>
<p>I think it should be at the discretion of the supervisor of the department to allow the amount of remote days.</p>
<p>I think it would be beneficial for the policy to be flexible/change depending on the time in the academic year.</p>
<p>I think it would be beneficial to staff to allow them to work remotely 2-3 days per week depending on their individual responsibilities and departments / units. I do not agree with number 7 on the Temporary A&S Remote Work Guidelines for Fall 2023: "Remote work has caused some confusion regarding sick leave. Our policy is that on days when employees are scheduled for in-person work, it is not permissible to call in sick and switch to a remote day. Under these circumstances, employees must use sick or other leave." I believe this should be determined on a case-by-case basis. If I am sick and have the means to work at home I see no reason why I should not be allowed to do so. Not allowing an individual flexibility if they are ill, can be detrimental to job performance (e.g., I receive many emails per day and need to be able to keep up with them).</p>
<p>I think that remote work, should have a cap of 2 days per week if the position allows and is not a "face" for students in the department, as long as communication problems do not arise.</p>
<p>I work in a financial role and can be as productive remotely. I do think it is important to have at least one day together with my Teams face to face.</p>

I would like to have more flexibility on a remote day. If a holiday lands on your remote day, you should be able to have a remote day the day before or after the holiday. You should also be able to trade days occasionally, when it enhances a work life balance situation.

I'd like at least 2 days from home. I have responsibilities that require me to be in-person three days a week. I think smaller departments struggle with applying the remote work fairly as there may be fewer people to "cover." I also like the ability to be flexible if I need to switch a work from home day or my child's school is closed. This is a supportive policy, especially for parents who may not have childcare.

Faculty come and go as they please and are allowed to be flexible. Most of the students I interact with want to meet online.

If all staff are allowed to work one day remotely in fall and spring semester, then that is all the staff person should be allowed to work remotely that week. The supervisor should not be allowed to let some staff work remotely after they have called in sick or are on vacation time and claim it as a day's work. The employee should use their sick or vacation time or for those that have two days of personal time, they can use those. It should not matter if you have a position that requires student contact because the policy should apply to all employees whether they are financial or within an academic department. If some parts of A&S are allowed to change to remote working, they have received a pay raise technically. They do not have to pay for gas, wear and tear on their vehicle, parking permits, clothing, etc. This means that those that have to come to the office technically get a pay cut because all of these expenses, have to be covered. Employees should all have the same perks. If we all have one remote day, then that is all that we should all have. Since Covid, there are very few students and even less faculty on campus to come to departments which is sad. If the faculty would start coming back to their offices in the departments, then more students would come to the department. Each department's chair should follow the Dean's rules/HR rules and only allow the staff their one day remote. If they call in sick, then it should be marked sick and not changed to remote so that the employee is getting two remote days that week. If through the summer semester, the staff are allowed to take three remote days, that is wonderful as long as the Dean will enforce this policy since some chairs want someone in the office even though the chair is not in the office. The policy should be enforced by the Dean's office and not the supervisor because not all supervisors will allow the remote work policy that is for the staff. I also think that all staff should be given the opportunity to work the flex time, since this gives the staff an extra day off because they work longer hours, three on campus, one remotely each week during the fall and spring and there are no offices open during those early or late hours that the staff is working, so it is not a contact situation, but just that the employee works their 37.5 hours in four days. This used to be for those that were not in an academic dept., but there are academic depts. that have employees work flex days. To summarize, if there is a one-day remote policy for all staff in fall and spring semesters, then all staff should be allowed to take it. If there is a three-day remote policy in the summer semester, then all staff should be allowed to take the three days. Staff should not be allowed to change to a remote day if they call in sick. They need to use their sick/vacation time.

If one's job can be completed successfully with a high level of accuracy while remote, then one should be allowed to work remotely. There should be a set policy with the ability for supervisors to make exceptions to the policy on a case-by-case basis.

If the job can be conducted well remotely, and the person is available by Teams, email, etc. then remote work does not need to be regulated. If special equipment needs to be used from the Department, then that should be by a contract. If students need to meet with the person in-person, then those hours can be posted.

If you have a student facing position, a faculty position, a position that requires availability there needs to be an understanding that your remote work may look differently than someone that has no customer service face-to-face role. It is part of the job. If you are working with students but you can handle things just as well remotely provide examples of how TEAMS can assist in all of your functions at home. Ensure you have proper set-up at home (no limitations on service or equipment) to meet the demands of your role. If you are in advising and need to meet with students can you do it just as well remotely? Can you schedule the in-person on the days you are here and handle other activities while at home. The key to a good remote work is investing in your home environment to make certain you can complete all aspects of your position in either location. Utilizing shared information, utilizing TEAMS more, etc etc. What can you bring to the table to provide support that your productivity has not been impacted by working remote? You have to be willing to provide specifics to your supervisor to support your working remotely. Supervisors need to work on a plan on how to manage remote work and be transparent of job expectations and office demands. If you take a position that is very campus activity involved and working directly with classes and students you should expect the demand for on-site work would be higher than someone that does not engage in any day-to-day operations of classes/students. Flexibility is important as well. As a supervisor I want to work with my staff to make sure their personal needs are met if that means working from home an extra day once in a while then I want to be able to do that. Coverage would be important for all offices. If it is determined that someone must be available in an area for all 5 work days then it is on that team to work out a schedule to meet that demand. Meeting the demands of your job needs to be the key factor not the convenience of not coming into the office. If someone is on vacation and you are two person office how do you cover the office in that time. Should Friday be a standard remote day for most offices? Would a consistent identified remote day help get things standardized? I don't know that answer. There are jobs at the university that are 100% remote but they are not handling engagement or educational activities they are behind the scene functions. Each are needs to determine what is needed most for their success.

It is not fair to staff that have to be on campus for others in the department to be allowed to work from home and not compensate those staff that HAVE to be on campus either by a salary increase (since we got screwed by the compensation study) or additional days off (which the new president has taken away extra days off in December before the Christmas break for next year). If the staff is not treated more fairly by the university and the faculty I don't envision that this university will be able to keep staff long term in the future.

It's hard to tell how changing the policy would affect other departments. I feel as though I would benefit better from working remotely more due to the fact that my equipment and technology is better and faster than it is on campus. I can do my marketing projects in a fraction of the time thanks to faster processing speeds at home.

More flexibility and discretion -- also apparatus for appeals since some supervisors are biased against remote work

<p>My biggest concern would be equipment. My role rarely has physical contact with anyone (Faculty or students), so work from home would not change much for my position.</p>
<p>My concern is coverage for offices when staff work remotely. I've called other departments during working hours and gotten no answer and a voicemail that doesn't address how to reach someone.</p>
<p>One day a week seems to work great - as long as the employee can be reached during normal hours on their remote day. If an employee is super sick, they should take the time off to recover instead of being approved as a remote by their supervisor.</p>
<p>Other businesses let their employees work remotely. It is much safer for me to work remotely.</p>
<p>Remote work is a great benefit for staff</p>
<p>should allow staff to have one day/week.</p>
<p>Thank you for the opportunity to provide feedback.</p>
<p>The morale is at an all time low. If staff are able to work from home and are getting things done, without the student suffering, then it might be helpful for those that are receiving other things, like fair wages.</p>
<p>The policy and/or exceptions should be transparent and abided by at all levels</p>
<p>The policy should be equitable. However, I work with a co-worker who calls in sick and then says she worked while at home and the supervisor approves it.</p>
<p>The remote work needs to be equitable across A&S.</p>
<p>The remote work policy has not been implemented fairly across the college and it is creating issues amongst colleagues because of those perceived as getting special treatment because of who they work for. Transparency and honesty are vital.</p>
<p>The remote work policy needs to remain an option in the workplace. In light of the hit that staff morale took after the compensation study results were released and the decision to go back to only one week of winter break instead of two, I feel it would be a mistake to consider limiting or cancelling the remote work policy. I also agree with the increase in number of remote days during the summer since there are significantly less students and faculty on campus during at that time.</p>

There are several departments who are allowing their staff more than one day a week now to work remotely. My job could be done remotely every day, but I don't want to be unfair to my coworker. However, I could stay home 2-3 days a week and still give her at least one or two days a week to work remotely. I also think you should take salary into consideration. I am not paid adequately for the job I do, while she is paid \$12,000 more a year than me with way less responsibility because of all the changes within A&S over the last several years. The way things are now we receive packages and mail for the other department in our building so they can work remotely 3 days a week which is fine, but there is not reciprocation to help our staff. The department I'm in always has to have someone in the office due to the number of packages we receive daily. I thought with the service center part of the reason for creating one was so people could cover for each other and other departments. That doesn't seem to be the case for my department. You have lost quite a few loyal, long-term staff over the last several years because of the hostility that comes from the Dean's office and the University as a whole. No one feels appreciated and you tell us there is no money for raises, yet you continue to hire people in at higher wages that they don't deserve, in the opinion of the loyal, long-term staff. The Dean's office has always been top heavy, and you continue to add to this problem. I've been a loyal, hardworking employee of the University for close to 25 years who has always received superior evaluations, yet there have been years I had to use the food bank because I didn't make enough to support my family. We were denied raises for the past 3 years because of this bogus "compensation study" which did nothing but plummet morale to a new low. We have been bullied, demeaned and our jobs threatened by people in the Dean's office. We have gotten lots of promises about improving things, but that never happens. The more benefits and flexibility you can give the people in the departments who work hard and are the backbone of this University the better off we'll all be. I love my department and the people within it that I work with, but not enough to continue to be disrespected by the Dean's office. I've had 3 different Chairs in my office try and get a decent raise for me and I've been turned down. Who knows better about my work ethic and what I do than the people I work with daily? Yet, I've consistently been told no to a decent raise. After 25 years at this place, I barely make over \$40,000 and that's just sad and embarrassing.

There are too many variations and variables that affect A&S having an equitable policy and supervisors display inconsistency in the implementation and allowability of both remote work and flex time. A&S offers poor support of remote work by leaving staff to finance and or provide their own remote work equipment setup, in most cases. Staff and Faculty should be required to adhere to one schedule and work schedule implementation; flex time and remote work should not be implemented simultaneously.

To better recruit/retain talented, hardworking employees--especially given the lackluster results from the staff compensation study--we in A&S need to improve our remote work policy. This is a way to "increase pay"/benefits for employees during (but ultimately regardless of [because it is the compassionate and savvy/forward-thinking thing to do]) times of economic hardship, and to show them that years of adaptation, skill building, etc. learning remote work processes and systems during the height of the pandemic have not been wasted. A&S is losing employees to other parts of the university that pay better and have better remote policies (e.g., healthcare). Our units see much less in-person foot traffic than pre-pandemic, with most students opting to call or email academic offices for assistance. A few faculty who have not adjusted well to new tech may be adversely affected from time to time, but that is not a burden staff (other than maybe those in IT, bless their souls) should be "punished" for or have to bear.

We no longer advise students in our department, also the majority of faculty are not holding office hours in the building. Due to this, there is very rarely anyone in our building seeking assistance from our staff and faculty. The remote work policy is not being implemented at the college level compared to at the university level. There are some positions that are 100 percent remote. In my case, i live 1.3 miles from campus if something requires my assistance in person which rarely happens I could be here in a reasonable time. Most of my job is remote because our staff and faculty are remote. It should be on a case-by-case basis determined by the supervisor as not all positions require them to be in person at all. But we have to be equitable as well.

11. *Your name (OPTIONAL)*

[Redacted for anonymity]

12. *Your title (OPTIONAL)*

[Redacted for anonymity]

13. *Your department (OPTIONAL)*

[Redacted for anonymity]

14. *Where do you work in A&S? (OPTIONAL)*

Of the 49 respondents who answered this question:

	All respondents (%)
Dean's Office	24.5
Academic Department	49.0
Program, Center, or Institute	14.3
Other	12.2

15. *Who is your direct supervisor? (OPTIONAL)*

Of the 52 respondents who answered this question:

	All respondents (%)
Faculty	40.4
Staff	46.2
Dean (including Assistant and Associate Dean)	7.7
Other	5.8

Remote Work Survey for Staff

70

Responses

19:31

Average time to complete

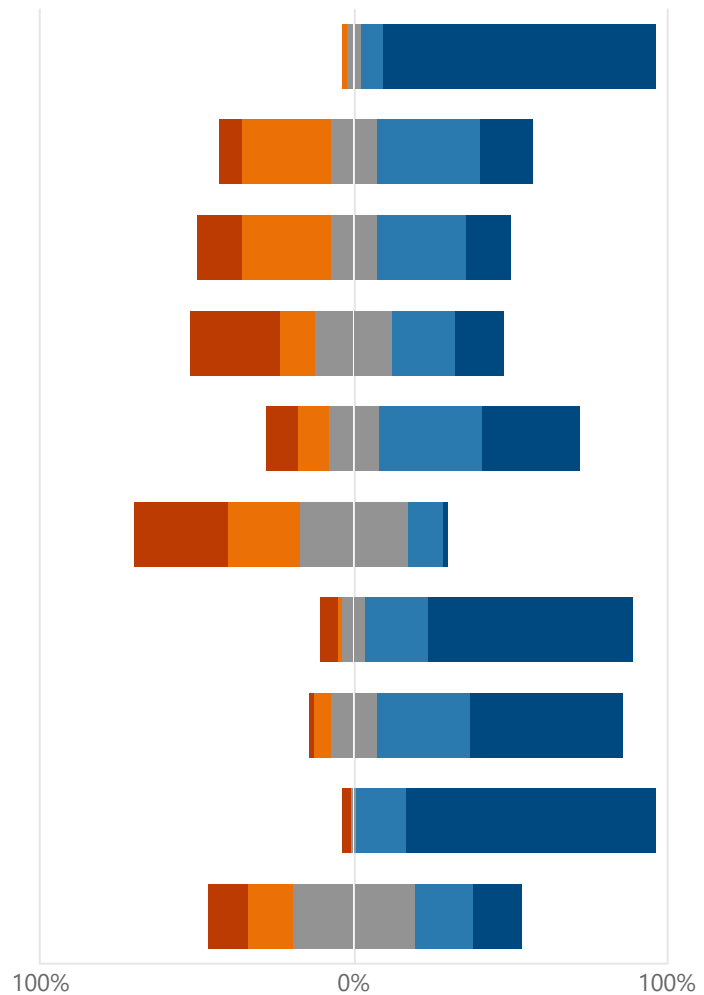
Closed

Status

1. Please rate your agreement with the statements below.

- Definitely disagree
- Somewhat disagree
- Neither agree nor disagree
- Somewhat agree
- Definitely agree

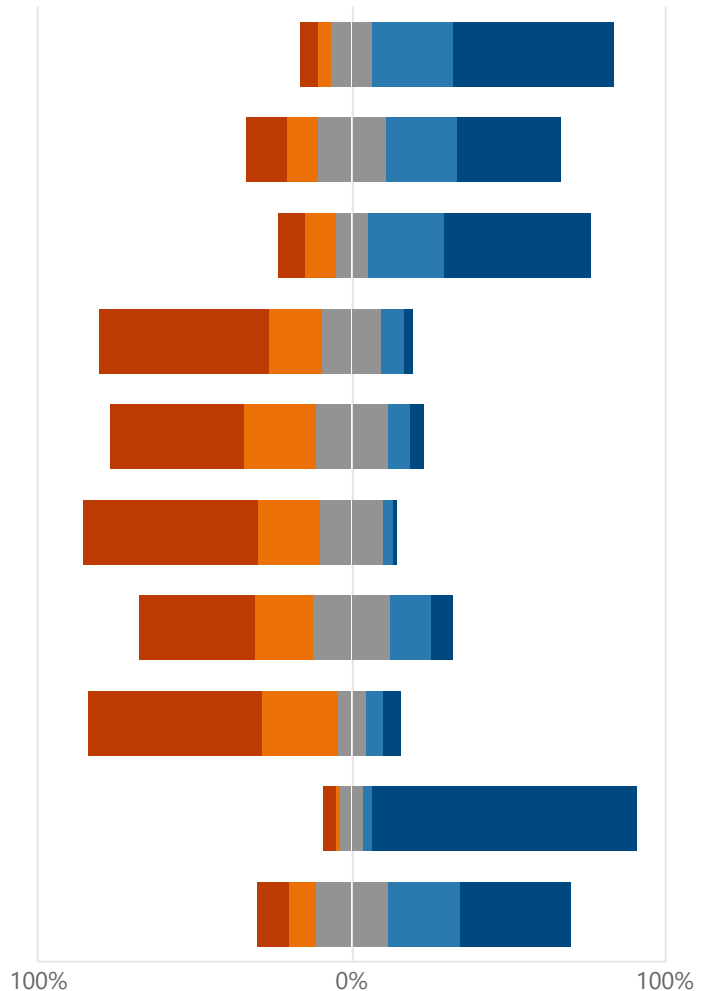
- a. In general, I support A&S staff being allowed to work remotely.
- b. I support the current A&S Remote Work Policy *as written*.
- c. I support the current A&S Remote Work Policy *as implemented*.
- d. The current remote work arrangement is negatively impacting on-site staff.
- e. Current restrictions on remote work harm staff morale and retention.
- f. The current remote work arrangement is being implemented fairly across the...
- g. I feel comfortable speaking with my supervisor about working remotely.
- h. The expectations of working remotely (e.g., productivity, working hours,...
- i. I have access to all the technology and resources needed to be productive when...
- j. A&S leadership is sufficiently enforcing the current A&S Remote Work Policy.



2. Please rate your agreement with the statements below.

- Definitely disagree ■ Somewhat disagree ■ Neither agree nor disagree ■ Somewhat agree
- Definitely agree

- a. The number of remote days per week should be increased for all staff.
- b. How often an individual employee works remotely should depend on the...
- c. Supervisors should have discretion to determine whether or how often an...
- d. Increasing remote work for staff would negatively impact my colleagues' job...
- e. Increasing remote work for staff would negatively impact students.
- f. Increasing remote work for staff would negatively impact faculty.
- g. Increasing remote work for staff would negatively impact on-site staff.
- h. Increasing remote work for staff would harm staff morale and retention.
- i. Eliminating remote work for staff would harm staff morale and retention.
- j. Each week, there should be one "core" day when all staff are required to work on...



3. Under what circumstances do you think exceptions to the A&S Remote Work Policy should be allowed? **Please check all that apply.**

- I do not believe that *any* excepti... 3
- I support *one-day* exceptions fo... 24
- I support *one-week* exceptions f... 17
- I support letting supervisors wor... 58
- Other 8



4. Are there other staff members in *your own* department/unit who can provide in-person support on your remote days?

● Yes	53
● No	8
● Not sure	0
● Not applicable	9



5. Are there any staff members in *other* departments/units who can provide in-person support on your remote days?

● Yes	29
● No	15
● Not sure	11
● Not applicable	15



6. If you answered "Yes" to questions 4 and/or 5 above, are those staff members located *in the same building* as you?

● Yes	50
● No	6
● Not sure	0
● Not applicable	13



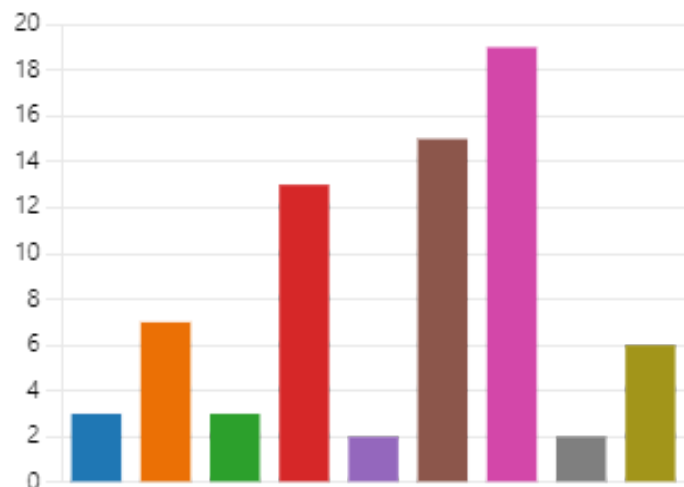
7. If you answered "Yes" to questions 4 and/or 5 above, are those staff members located *in the same building and on the same floor* as you?

● Yes	38
● No	17
● Not Sure	0
● Not applicable	14



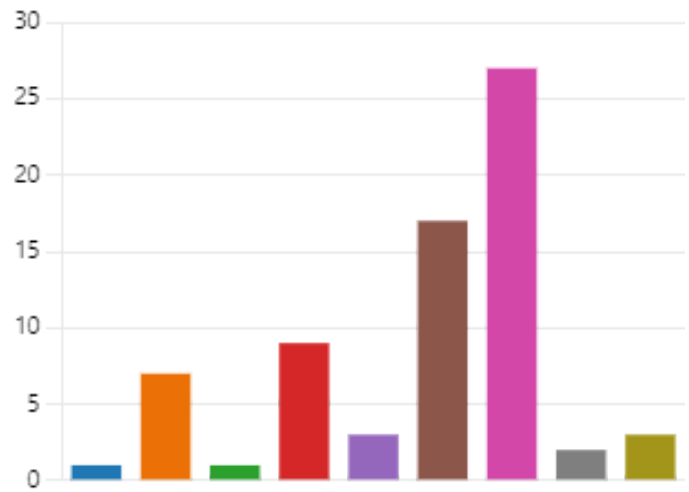
8. On average, about how often have *students* come to your office to request in-person assistance in the past month?

● Hourly	3
● A couple times per day	7
● Once per day	3
● A couple times per week	13
● Once per week	2
● A couple times a month	15
● Never	19
● Not sure	2
● Not applicable	6



9. On average, about how often have *faculty* come to your office to request in-person assistance in the past month?

Hourly	1
A couple times per day	7
Once per day	1
A couple times per week	9
Once per week	3
A couple times a month	17
Never	27
Not sure	2
Not applicable	3



14. Where do you work in A&S? (OPTIONAL)

● Dean's Office	12
● Academic Department	24
● Program, Center, or Institute	7
● Other	6



15. Who is your direct supervisor? (OPTIONAL)

● Faculty	21
● Staff	24
● Dean (including Assistant and A...	4
● Other	3



Petition to Amend the Arts & Sciences Staff Association Bylaws

ARTICLE VI

Standing Committees

Section 1. Purpose

Standing committees will provide ULASSA with working bodies that entail specific areas of responsibility to enable a planned and coordinated direction for the business of ULASSA. At the discretion of ULASSA, standing committees may be added at any time.

Section 2. Composition and Function

Standing committees shall be constituted from the membership of ULASSA. ~~Each committee shall comprise five to seven (5–7) members, each of whom shall commit to serving for at least one (1) year and the members of each committee shall serve for two (2) years.~~ Committee membership shall be determined by the committee chairs and appointed by the President.

Section 3. Appointment Procedures

- A. ~~Upon the creation of a new standing committee, the members of that committee will be appointed by the President, in consultation with the other ULASSA officers. The appointment of committee members and committee chairpersons will be made by ULASSA Officers after elections have occurred and/or before the April monthly meeting, or when a permanent vacancy occurs.~~
- B. ~~Committee members will be responsible for electing committee chairs or co-chairs, each of whom shall serve for one (1) year. The election of chairs or co-chairs will follow the same schedule as the election of ULASSA officers in Article IV.3.A above.~~
- C. ~~When a member is preparing to leave a committee, that member will be responsible for recruiting a replacement member, pending the approval of the other committee members. If that member is unable to identify a replacement, the other committee members will identify and appoint a replacement.~~
- B-D. ULASSA members will have opportunities to request to serve on specific committees that align with their interests. A good faith effort will always be made to accommodate specific requests.



Joshua Boydston, ULASSA President

September 15, 2023; [revised October 16, 2023](#)