

July 2021

College of Law Work From Home Policy

The College's policy with respect to Work From Home (WFH) arrangements for College of Law employees is set forth below. The policy is intended to promote equitable outcomes for employees and continuity of service for our students and colleagues, including providing a substantive campus experience for those students who have chosen in-person learning, while allowing flexibility for College employees.

Approved WFH arrangements are required when an employee seeks to work from home as part of their regular, ongoing schedule as of August 16, 2021. This policy does not apply when on occasion, an employee seeks to work remotely on a given day(s), but not as part of their regular, ongoing schedule.

Employees seeking potential WFH arrangements should first initiate a discussion with their supervisor (and Unit Lead, if applicable). WFH arrangement requests due to an employee's disability or a medical-related reason will be referred to the [University's Disability Resource Center](#).

All other proposed WFH arrangement requests must adhere to the guidelines set forth by University Human Resources, located at [Flexible Work Program Guidelines \(arizona.edu\)](#) as well as the [guidance of University Senior Administration](#), and are subject to review and approval by the College of Law Dean.

Proposed out-of-state domestic WFH arrangements must adhere to the guidelines set forth by Human Resources, located at [Out-of-state Domestic Work Arrangement Guidelines | Human Resources \(arizona.edu\)](#)

Following initial approval by a supervisor (and Unit Lead, if applicable), proposed WFH arrangements for an employee should be relayed to the College's Associate Dean for Administration & Chief of Staff for presentation to the Dean. In addition to the Dean's approval, out-of-state domestic WFH arrangements will require approval by the University's Provost.

If the proposed WFH arrangement receives the necessary approvals, the arrangement will be memorialized in writing using University's WFH agreement form - [Flexible Work Arrangement Request and Agreement](#). WFH agreements may last a maximum of 6 months, subject to renewal. WFH agreements will be reviewed regularly, or at least every 6 months.