**[Template for Unit] Remote Work Philosophy Statement**

[Unit Name] Remote Work Philosophy Statement

Fall 2021

*Note: This applies to remote work agreements from Aug 1 - Dec 31, 2021 (and does not apply to FMLA/ADA accommodations and/or workplace flexibilities).*

Remote work options:

* *Items to define:*
	+ *How much onsite work is expected in your unit?*
	+ *Will remote work be allowable within your unit?*
		- *If so, will remote work parameters be set across the unit or will they be role-specific?*
* *Example list of work modality options provided by a unit:*
	+ *100% onsite work*
	+ *20% weekly scheduled remote work; 80% onsite work. These employees have a set, recurring remote schedule.*
	+ *100% remote work, with onsite work happening as required by the role.*

*Optional section -* Operations to support CALS remote work trial period:

* *Items to define for supervisory staff:*
	+ *How will unit-wide meetings be handled? (e.g., in person, virtual or hybrid)*
	+ *Are there minimum onsite staffing requirements for your unit?*
	+ *In what cases are employees required to be onsite?*