

9/3/2021

Memorandum of Understanding:
Remote Work Requests

Section 1: Remote and flexible work requests

Graduate Employees who wish to request a fully remote work or a flexible work arrangement will do so by notifying their supervisor as soon as possible, preferably no less than 10 days before the start of the term. Should extenuating circumstances arise after the start of the employment period, graduate employees will notify their supervisor of such circumstance immediately, and work with their supervisor to request implementation of a remote work agreement. Flexible work arrangements are meant to allow Graduate Employees to effectively perform their work in a non-standard schedule or using a mix of different modalities such as in-person, remote, or online work. Graduate Employees may request a fully remote or flexible work assignment on grounds including but not limited to:

- Health, safety, or medical concerns of the employee (Requests seeking reasonable accommodation of an employee's disability should be directed to OSU's Equal Opportunity and Access Office in accordance with current practice).
- Health, safety, or medical concerns for the employee's family and household (including child care)

Requests for flexible or remote work arrangements will be either approved or denied based upon the academic, business, and operational needs of the unit and the health and safety considerations of the graduate employee. If no agreeable arrangement can be found and the remote or flexible work arrangement request is denied, the supervisor will notify the graduate employee fourteen (14) days of receiving the request. For emergent situations that arise unexpectedly, the supervisor will make every effort to communicate in five (5) business days. The Graduate Employee may challenge any denial for either a fully remote or flexible work assignment via the grievance process outlined in Article 18 of the Collective Bargaining Agreement, and response to the grievance will occur no more than 15 days after the grievance was filed. Article 18, Section 1(j) will continue to apply to any grievances filed under this MOU.

Section 2: International COVID-19 Considerations

Graduate Employees who are unable to return for an in-person work assignment due to government mandated COVID-19 related travel restrictions will notify their supervisor and department head as soon as the restriction becomes known. The graduate employee, supervisor, and department head will work together to implement a remote work assignment, with the shared understanding that there may be times when such arrangement is not feasible due to legal factors and/or operational factors. Final approval decisions for such remote work agreements under this section will be made by the supervisor and/or department head. Such consideration will follow the University's established Pathway to Fall 2021 guidelines for requesting an international/out-of-state work arrangement, while recognizing that certain timelines may be altered for requests made under this section as circumstances in individual countries and governments evolve.

If no agreeable arrangement can be found and the remote or flexible work arrangement request is denied, the supervisor will notify the graduate employee fourteen (14) days of receiving the request. For emergent situations that arise unexpectedly, the supervisor will make every effort to communicate in

49 five (5) business days. Any Graduate Employee abroad may challenge any denial of a fully remote
50 assignment via the grievance process outlined in Article 18 of the Collective Bargaining Agreement, and
51 response to the grievance will occur no more than 15 days after the grievance was filed. Article 18,
52 Section 1(j) will continue to apply to any grievances filed under this MOU.

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54 This Memorandum of Understanding will remain in effect through the 2021-22 Academic Year.
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59 For Coalition of Graduate Employees AFT-6069: For Oregon State University:

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Printed name:

Printed name:

63 Adrian Gallo

Heather Horn

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65 Signature: Date:

Signature: Date:

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67 Adrian Gallo 9/3/2021 | 16:57:25
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67 Heather Horn 9/3/2021 | 14:05:24 PDT
68 039E4874AE774D2...

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70 Heather Miller

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72 Signature: Date:

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74 Heather Miller 9/6/2021 | 16:20:20 PDT
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