



University of Kentucky
College of Social Work

Office of the Dean
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Memorandum

Date: August 11, 2023

To: CoSW Staff

From: J. Jay Miller, Dean

RE: Remote Work Guidance

NOTE: The process outlined in this memorandum supersedes all previous protocols associated with remote/hybrid work.

Last week, President Capilouto communicated with the campus regarding an updated, university-wide system for remote and hybrid work agreements.

College of Social Work (CoSW) staff in regular positions with remote or hybrid work schedules will utilize this new system.

All staff members who plan to have a remote or hybrid work schedule should submit their plans via the new system. This includes:

- Staff members who have not previously had a remote or hybrid work schedule but would like to have one moving forward;
- Staff members who have previously submitted a remote or hybrid work schedule via the college's internal system but want to make changes to that schedule; and
- Staff members who have previously submitted a remote or hybrid work schedule via the college's internal system and want to continue that schedule with no changes.

Below are instructions that should be followed when making submissions:

- Staff members should discuss their remote or hybrid work schedule with their supervisor prior to submitting their plans via the new system.
- Once the above-mentioned discussion has occurred, staff members should submit their plans via the new system utilizing the [instructions document](#) as a guide. **These requests must be submitted no later than September 1, 2023.**
- Supervisors should review any submitted requests utilizing the [instructions document](#) as a guide.

Below are a few additional guidelines:

- All remote work determinations must comply with and are subject to all terms and conditions specified by the [work location guidelines](#).

- Both Patterson Office Tower and the Centers and Labs facilities at 1648 McGrathiana Parkway are considered to be UK facilities. Work performed from these locations is considered to be on-site.
- As a general rule, CoSW will allow staff members in eligible positions to request to work remotely up to two (2) days per week. Other arrangements may be considered on a case-by-case basis, but these should be discussed with Diana Pérez La Rotta in advance of a form submission.
- Until a request has received a decision via the new system, an employee should plan to continue their current work location schedule.
- Once a request has received a decision via the new system, an employee may have up to 30 days to transition to their new work location schedule if the decision resulted in a change to their current work location schedule. At that time, any previous remote or hybrid work location schedules submitted via the college's previously used internal process will no longer apply.

If there are any questions, comments, concerns, and/or celebrations, please don't hesitate to let me know. If you need assistance, please contact [Diana Pérez La Rotta](#), with copy to [Anna Chalfant](#).

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