

HAO Flexible Work Arrangement (FWA) Guidelines

HAO's goal with laying out a process and HAO-specific expectations is to give employees and supervisors a framework upon which to have discussions about potential FWA requests and avoid surprises for staff. Please first review UCAR's [Flexible Work Toolkit](#). Then review HAO's FWA expectations and process below.

HAO FWA Expectations

1. HAO collaborative work hours are 9am-3pm MT, Monday through Thursday (not applicable to MLSO employees) for a trial period aligned with UCAR review. Not meant to be "on-call" (see below).
 - a. This means that staff are expected to be available during these hours for meetings, collaboration, training, team activities, etc.
 - b. This does not mean that critical activities that staff need to participate in won't sometimes be planned outside of these hours.
 - c. Regular cadence meetings (e.g. HIAC, DSAC, staff meetings) should be scheduled within this 9am-3pm MT time frame in support of HAO expectations.
 - d. One-off meetings with staff should be confirmed with non-Colorado staff members as a courtesy.
2. HAO employees with FWAs are expected to share their work days, hours, and location in their google calendar and update this if/as details change (leadership will demonstrate how to do this).
 - *How to:*
Go to Settings in your Google Calendar. Stay in General Settings and scroll to the bottom. It will look like this:

Working hours & location

Location Floor

Only your administrator can set your main office location

Enable working hours
Working hours will inform people if they try to invite you to a meeting outside of these hours

Enable working location
Lets others know where you're working when they invite you to an event.
Only people who can view your free/busy availability can see your working location.

S M T W T F S

Monday	8:00am	to	5:00pm	<input type="text" value="Home"/>	⊕
Tuesday	8:00am	to	5:00pm	<input type="text" value="Home"/>	⊕
Wednesday	8:00am	to	5:30pm	<input type="text" value="Home"/>	⊕
Thursday	8:00am	to	5:00pm	<input type="text" value="Home"/>	⊕
Friday	8:00am	to	5:00pm	<input type="text" value="Home"/>	⊕

[Learn more about working hours & location.](#)

The changes made will be saved automatically.

To view someone's work location, make sure you search for them in your calendar and their work location will appear in the banner at the top of the calendar. See example:



3. All HAO employees may be required to come on-site to perform some or all of their work. In such instances, supervisors will give as much notice as possible.
4. If location allows, supervisors should overlap time in office with new employees to train the new employee
5. The performance evaluation process will include evaluation of the current FWA for productivity and positive impact to the lab, employees, and projects. If a negative evaluation is warranted, the FWA will require renegotiation.
6. Staff may not take home scientific equipment/instrumentation; work that needs to be performed with such equipment must be performed on-site.

HAO Process

1. Employee reviews the lab-wide expectations and determines what type of FWA (if any) they would like to request.
2. Supervisors meet with employees to discuss FWA requests and assess feasibility of said requests, using UCAR's policy and procedure and HAO-specific expectations as guide.
3. Supervisor forwards all unusual requests, e.g. fully remote work, and their assessments to the HAO Director to review for equitably and feasibility.
4. Decisions are returned to employees by supervisors within 10 business days of HAO Director receipt
5. Employees enter requests into Workday. If denied requests are entered by the employee, an appeal process is available and outlined in UCAR policy and procedure.

IT Considerations/guidelines

Every employee will have a managed computer; a single set of peripheral devices; and services, support and software to enable performance of essential job functions at their primary workspace. A single set of peripheral devices includes 2 monitors, one keyboard, one mouse, one docking station, and one office chair. Due to the annual stipend provided by UCAR, employees are responsible for purchasing additional peripherals to outfit a secondary workspace.

Timeline

May 24 – June 10

- Employees review HAO expectations.
- Supervisors and employees meet to discuss FWA requests.

June 13–17

- Unusual requests sent to HAO Director for approval.

June 20–24

- HAO Director returns requests with approval or denial

By June 27

- Decisions from Director are communicated to employees by supervisors.

Starting June 27

- Staff enter their FWA information into Workday.