

## Remote/Hybrid Work Policy for On-Campus Personnel

The University of Detroit Mercy is student-centered, with mostly in-person education. The following allows employees to work remote for all or part of their workweek. Detroit Mercy considers remote/hybrid work a viable, flexible option when both the employee and the position are suited to such an arrangement. This policy addresses regular remote/hybrid work arrangements, not occasional instances, such as working from home for a day or two due to inclement weather or other temporary circumstances with supervisory permission. The ability to work remotely is a privilege, not an entitlement, and is granted at the sole discretion of Detroit Mercy. The compensation, benefits, work status, work responsibilities, and all other conditions of employment with Detroit Mercy remain the same for employees working remotely.

Suppose an employee is approved for remote/hybrid work. Employees must avoid conflicts of interest when their personal activities or family conflicts with their responsibilities. All employees must read and complete the University of Detroit Mercy [Conflict of Interest and Code of Ethics](#) document annually and as needed.

Vice Presidents are responsible for deciding on acceptable modalities equitably and based on legitimate business and operational requirements. They are also responsible for submitting their plans for Human Resources review and documenting individual arrangements with eligible staff and administrators. Depending on the business and operational needs, strategies and arrangements can vary by college/school, department, and position.

An employee or a supervisor may initiate requests for remote/hybrid work. Eligible staff/administrators may request to work remotely up to two days per week. Employees best suited to remote/hybrid work should possess good time-management and organizational skills, be self-motivated and self-reliant, show evidence of self-discipline, consistently successful job performance, and demonstrate a work ethic that can support flexible work arrangements and a history of dependability on the job. The employee must demonstrate the ability to work remotely, as the default expectation is to work in-person. It is the responsibility of the individual user to protect data to which they have access—personal identifiable information. Users must adhere to the rules of behavior defined in applicable system security plans and the Department of Labor. The supervisor will review the arrangement regularly.

**Remote Eligible:** All job duties of the position can be performed remotely in a non-University of Detroit Mercy work location (e.g., employee's residence). Generally, this would be considered when there is little or no in-person interface with faculty, staff, clients, patients, or students and for roles that do not require specialized equipment, tools, or other immobile or costly devices.

**Hybrid Eligible:** Job duties are required to be performed on campus, but a portion can be performed remotely. Generally, work can be done off-site without loss of productivity, but some work requires onsite presence and/or in-person collaboration with other team members.

**Minimum Eligibility**

The completion of the 90-day probationary period.<sup>i</sup>

Absence of active disciplinary actions.

Employees with health and/or disability conditions requiring accommodations must follow the process described in the Human Resources Policies and Procedures webpage.

**Ineligibility**

Employees required to travel as a function of their regular duties.

Not applicable for temporary employees, contractors, interns, or student workers.

**Request**

A staff/administrator may submit a request for remote/hybrid work by completing the [Remote Hybrid Request and Checklist](#). The request must include the reason, describe the proposed working environment, and provide a schedule for remote work, no more than two days a week.

**Approval Requirements**

Approving a request for remote/hybrid work is at the discretion of the school/college/department head, with support from Human Resources and the approval of appropriate Vice President or designee.

If the remote work location is outside of Michigan, the Associate Vice President for Human Resources must also approve the arrangement.

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<sup>i</sup> Notwithstanding that the 90-day probationary period has been met, a new employee may be required to work in-person for a longer period before becoming eligible to apply for remote/hybrid work based on a supervisor's discretion that in-person training and supervision are necessary.