UC San Diego
Return to Campus Position Review

As part of the Return to Campus process, departments and supervisors should review each position to determine the suitability for flexible work arrangements.

There are three categories on which to focus:

- Fully Onsite: Working at a UC San Diego worksite 100% of the schedule. May have an alternative work arrangement.
- Hybrid Work: Working part of the work schedule from a location other than a UC San Diego worksite; typically 2-4 days per week.
- Remote Work: Working from a location other than a UC San Diego worksite for 100% of the schedule. May include infrequent onsite work.

Using a department roster, Departments should review each position to assess the appropriate flexible work arrangement opportunities and complete the three columns:

- Notes re: Position that determine FWA Opportunities
  o Identify any duties/responsibilities that contribute to why the position is suitable or not suitable for certain flexible work arrangements. This will aid in completing the individual communication to employees and demonstrate transparency in the process. If a position is identified as onsite, please note if the position would be eligible for an alternative work schedule.
- Eligible FWA Opportunities (Onsite, Hybrid w/ onsite 1/2/3/4 days, Remote Work)
  o Based on the position and business needs, identify what flexible work arrangements are available.
- Earliest Expected Return Date (Onsite, Remote, or date)

When evaluating positions, keep in mind the following guiding principles:

- Flexible work arrangements must be job appropriate.
- The review process must be equitable and decisions must be made without bias or favoritism.
- Employees should be able to bring their whole self to work.
- Innovation, collaboration and sustainability are essential to UC San Diego’s goals and values.
- Flexible work arrangements are not set in stone. They can and should be changed as needed to ensure the business needs are met and the employee is supported.

From the Guide to Flexible Work Arrangements, Key Considerations for Supervisors, please consider the following when reviewing positions:

- To what extent can the position be fully and satisfactorily performed at an alternate location?
- To what extent can the position be performed outside of the normal work schedule?
- What is the level of in-person supervision required for the position?
- What is the level of contact required with customers, colleagues, etc. and to what extent does it need to be done in-person?
- Can security and privacy concerns be adequately addressed?
- How is the job performance measured? What metrics exist to help evaluate an employee’s performance in this position?
- Will the arrangement sustain productivity, work quality and cost effectiveness?
- Will the quality of service to internal and external customers be sustained?

Once the spreadsheet is complete, please forward to hr@ucsd.edu for review. The RTC Team will contact you to discuss next steps.

If you need assistance with a department roster or have any questions, please contact hr@ucsd.edu.