The University of Iowa looks forward to returning to an on-campus, residential experience in fall 2021. Accordingly, the College of Engineering (CoE) is preparing to resume an on-campus experience for our students, faculty, and staff in our classrooms, research labs, and other spaces for study and work. The CoE is opening designated collegiate offices on July 1, 2021, and has established Aug. 2, 2021, as the date by which all other college operations should resume regular, on campus operations.

The UI has provided a final report from the Future of Work committee, as well as recommendations for faculty with regard to teaching, research, and meetings. The Office of the Vice President for Research (OVPR) also provided further updates for return to research. Using this guidance, information collected from staff via focus groups and a survey, and meetings with unit leaders, the CoE has established this set of guidelines to provide additional clarity for how the return to campus process will be implemented.

These guidelines may be subject to modification if further updates or requirements are communicated by the UI or other entities.

NOTE: These plans will take effect for the fall 2021 semester as a six-month pilot period. During an evaluation period of Jan. 1 to March 31, 2022, work arrangements and other practices will be evaluated and any needed modifications identified.

### Guiding Principles

1. STUDENT SUCCESS - Students will be back on campus and in CoE facilities; our collegiate presence on campus and overall engagement with students should reflect this.
2. COMMUNITY - Promoting a safe, healthy, inclusive, and supportive environment for all who study and work in the CoE.
3. BALANCE - Being flexible and equitable as we balance meeting both collegiate needs and individual preferences.
4. RESOURCE UTILIZATION - Prioritizing the use of limited resources (equipment, space, etc.) to serve as many students, faculty, and staff as feasible.
5. AGILITY - Ensuring we are able to modify arrangements in response to changing needs and/or if a course correction is required.

### Teaching

- Faculty will return to in-person classroom teaching in accordance with the UI’s recommendations for faculty.
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- Any staff providing instruction will do so in person or consistent with the UI guidelines for faculty teaching.
- Applicable safety protocols will be observed per UI requirements.
- Online delivery of courses or components of courses requires prior approval by the associate dean for academic programs and appropriate UI offices.
- Faculty members are encouraged to hold office hours on campus to support our students. Additional virtual times can be added when needed and if students request.

Research

- Applicable safety protocols will be observed per UI requirements.
- As of June 1, research work resumes as it was pre-pandemic, per OVPR guidelines.

Faculty

- Guidelines for faculty were established by the Office of the Provost. As such, faculty should plan to be on campus for in-person classroom teaching in fall 2021.

Staff

- All staff may return to 100% on campus work. No positions will be required to work remotely for all or part of the time.
- HYBRID - Staff in the CoE may be eligible for a hybrid work arrangement, with consideration given to function performed, and service and coverage needs within the unit. A clear business rationale is required for any hybrid work arrangement.
  - Hybrid work arrangements that are up to 40% remote are available to:
    - Dean’s Office senior staff / direct reports to the dean;
    - Staff in Marketing & Communications, Finance, HR;
    - Positions that support the graduate program;
    - Positions within the Engineering Student Success Team;
    - Department administrators for academic units;
    - ETC staff;
    - Research administration staff;
    - Some researchers (depending on nature of work and PI approval).
  - Requirements for hybrid work arrangements:
    - Generally, a consistent, committed weekly schedule for remote vs. on-campus work is required; variable schedules will only be approved based on job requirements.
    - Regardless of work schedule or location, coverage and service quality for the unit/function must be maintained. This includes ensuring at least one staff member is on campus each day per department/functional area/unit.
    - Staff approved to work in a hybrid capacity may be asked to use a shared workspace/office when on campus, depending on space supply and demand.
• **REMOTE** - Staff in the CoE may be eligible for a work arrangement that is up to 100% remote, with consideration given to function performed, and service and coverage needs within the unit. A clear business rationale is required for any remote work arrangement.
  o Positions that are eligible for up to 100% remote work, subject to supervisor and college approval:
    ➢ Some researcher roles (dependent on nature of work and PI approval);
    ➢ Some research support roles; and
    ➢ Some programming / software development / data management roles.
  o The CoE also requires that staff positions approved to work fully (100%) remote work cannot:
    ➢ Have responsibilities that include operating or maintaining on-campus equipment and/or facilities;
    ➢ Be student- and/or public-facing roles.
  o **Staff who are approved to work 100% remote will not have an assigned workspace/office on campus and any current workspace/office will be reassigned.**

• **ON CAMPUS** - The following staff positions are not eligible for a remote or hybrid work arrangement and will be 100% on campus:
  o Positions with 100% responsibility for facilities;
  o Positions in the ETC or IIHR shops that perform most job duties using on-campus equipment and facilities.

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**Process and Approvals for Alternative Work Arrangements**

• Work arrangements for CoE staff that are not 100% on campus and working a standard schedule of 8 a.m. to 4:30 or 5 p.m. Monday through Friday must be documented by a flexible work arrangement (FWA) form. Approval by both the supervisor and the college is required. This also applies to flexible schedules or other arrangements that were in place pre-pandemic.

• An approved FWA should be in place by July 15, 2021, for anyone not returning to campus 100% in the fall and working a standard schedule of 8 a.m. to 4:30 or 5 p.m. Monday through Friday.

• A clear business rationale is required for any flexible work arrangement, such as:
  o Space savings
  o Cost savings
  o Expanded services
  o Labor market competitiveness / employee retention
  o Enhanced productivity / engagement

• In addition to the required business rationale, the employing unit may be asked to provide a statement documenting how they will ensure the flexible work arrangement will not adversely impact student success, operational effectiveness, and service quality.

• Employees working remote or hybrid must have a distraction-free location from which to work and sufficient internet connectivity (see minimum connectivity guidelines [here](#)).
• Alternative work arrangements are considered pilots that will be effective Aug. 2 to Dec. 31, 2021, and undergo evaluation beginning Jan. 1, 2022. The CoE reserves the right to end FWAs as operational needs dictate or in the event the arrangement is not effective for the employee and/or college.
• All previously approved Temporary Alternative Working Arrangements (TAWAs) will end on Aug. 6. Employees who would like to request an alternate work arrangement due to a serious health condition should contact CoE HR.
• Requests for remote work locations outside the state of Iowa will require additional approvals. Each request will be reviewed on a case-by-case basis and should only be made when there is a significant business reason for an individual to perform services outside of Iowa. Contact CoE HR to discuss.

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<tr>
<th>Equipment &amp; Technology</th>
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<tr>
<td>• All equipment, including furniture, that was removed from campus for remote office use must be returned to campus before Aug. 2. A process for checking in these resources will be communicated over the summer.</td>
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<td>• Requests for technology equipment or accessories for remote office use will be evaluated, approved, and acquired by the college and should not be purchased directly by a department. Per the Future of Work final report, equipment needs for remote offices are generally allowable where we are able to redeploy existing resources. The acquisition of new equipment for remote offices will be limited in the CoE.</td>
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<td>• Staff approved for a remote or hybrid work arrangement may be able to check out a laptop, a webcam, and other accessories (keyboards, mice) as necessary and appropriate from the CoE library. Check out will be for the pilot period initially. Staff may also elect to use personally-purchased equipment in their remote office. Requests for other equipment (i.e. monitors) will be approved only when there is a clear business need.</td>
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<td>• Staff who would like to check out office furniture will be handled on a case-by-case basis due to limited availability of these resources.</td>
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<td>• The Seamans Center (SC) will resume its pre-COVID hours and access on July 1, 2021. CoE faculty, staff, and students will have 24/7 card access.</td>
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<td>• Research facilities may return to pre-COVID status and occupancy.</td>
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<td>• Conference rooms in the SC are back online. Occupancy will return to pre-pandemic levels.</td>
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<td>• June 21 – Staff begin submitting requests for a Flexible Work Arrangement (FWA), due July 15, 2021, for any remote, hybrid work or non-standard schedule. Requests for health-related accommodations will be facilitated by CoE HR at this time.</td>
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<td>• July 1 – Primary college offices open and staffed:</td>
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<td>o Dean’s Office</td>
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- Student Development Center
- Engineering Technology Center, including SC store
- Academic Departments

- **July 1 – July 31** – Faculty and staff not already on campus due to research or other job responsibilities transition back to campus.
- **Aug. 2** – **All CoE faculty and staff** should be settled into their approved fall work arrangements, whether fully on campus, fully remote, or hybrid.