



**need to fill out the Alternative Worksite Form?**

**A:** No. The form is only required for ongoing hybrid and remote work arrangements (e.g., working from home every Tuesday and Thursday). A reasonable amount of flexibility is part of all of our day-to-day lives, and no documentation is necessary for occasional remote work.

**Q: If I want an alternative work arrangement for less than 50% of my work week, do I still need to fill out the Alternative Worksite Form?**

**A:** Yes. The form is required for any request for ongoing remote or hybrid work.

**Q: When do I need to submit the Alternative Worksite Form by?**

**A:** If remote work is already part of your schedule and you want to keep it that way, we encourage you to fill out the form at your earliest convenience after the New Year, but no later than January 31, 2023. Feel free to keep your schedule in the meantime. We know employees will have questions as the policy goes into effect, and we do not expect colleagues to change their work schedules as we work through the documentation.

For those who do not currently work remotely and want to add remote work to their schedule, there is no deadline for submitting the Alternative Worksite Form. You should start the process by talking with your supervisor about your request. Then fill out the Alternative Worksite Form to secure the necessary approval(s).

Alternative worksite arrangements at off-campus locations that are outside the State of Nebraska also require advance approval from Human Resources and the campus vice chancellor for business and finance. Please see more details [here](#) on the university's policies for out-of-state workers.

**Q: Once I enter into an alternate worksite arrangement, will it be permanent for the duration of my employment with the university?**

**A:** An approved form is not a permanent work arrangement. You and your supervisor should review your worksite arrangement regularly to make sure it's working effectively for you, your supervisor and the university. Your supervisor has the right to make changes to, or end, an alternative work arrangement.

**Q: Are all staff eligible for hybrid or remote work arrangements?**

**A:** No. While some job duties can be performed from an alternative worksite, some university jobs must be

**Q: If I'm working remotely and I need to come to campus on a remote workday, will the university pay for my travel time?**

**A:** No. Ordinary travel from home to work, and vice versa, is not compensable time. The Alternative Worksite Policy provides more detail on travel situations.

**Q: If I have an alternative worksite arrangement approved, but then I decide I want to work remotely for more or less of my time, what should I do?**

**A:** If you want to change your schedule, you should submit a new Alternative Worksite Form and discuss it with your supervisor. If you currently work remotely for less than 50% of your time and you want to increase your

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**Q: I'm a supervisor with team members who are working remotely or requesting to work remotely, and I need help with a situation. Who can I contact?**

**A:** If you need further guidance after consulting the Alternative Worksite Policy, please contact your campus Human Resources office.

## TERMS & DEFINITIONS

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