

## Office of Research Administration Guiding Principles and Guidelines for FlexWork Implementation

### Introduction

This document includes basic guiding principles governing implementation of FlexWork within ORA. These principles will be re-evaluated as needed, based on our experience, updates to campus guidance, and changes in Los Angeles County recommendations. These common principles, along with ORA's Return to Building (RTB) Plan, will be applied consistently across ORA departments. Our success in fulfilling ORA's mission, while implementing approved FlexWork options, is dependent on effective performance in delivering the required business operations of each department.

### FlexWork

UCLA has defined FlexWork as “a framework that guides alternatives to the standard eight-hour, in-person, office-based daily work schedules that were the norm prior to the COVID-19 pandemic.” **As defined**, FlexWork allows for a variety of options, including full-time or part-time remote working, as long as required business operations can be met. Not all job requirements can be met with every FlexWork option, and some jobs may require ongoing on-campus presence with either a full- or part-time schedule. “FlexWork is neither a mandate nor a privilege;” it is an opportunity that may be explored based on job responsibilities and operational feasibility. A [FlexWork Guide for Managers issued July 1, 2021](#) has been created by a campus workgroup for departments to use in implementing FlexWork arrangements. We anticipate that guidelines and recommendations likely will evolve over time. The guidelines call for managers to work with each employee to assess proposed FlexWork arrangements in consideration of department operational requirements. [DocuSign FlexWork Agreements](#) established with individual employees will be reviewed on a regular basis, and adjusted as needed.

### ORA's Shared Guiding Principles for Implementing FlexWork

ORA has established a core set of principles to govern FlexWork arrangements that all ORA departments will adopt consistently. (Other ORCA organizations, including RPC and TDG, may develop their own core principles based on their operational needs.) Each ORA FlexWork agreement shall be developed in accordance with these principles and must ensure maintenance of all business operations. Exceptions to these principles must be endorsed by a Senior Director and approved by the Associate Vice Chancellor for Research Administration (AVC).

The following guidelines and principles are applicable to ORA FlexWork arrangements:

- Job expectations and responsibilities, such as responsiveness to customers, productivity, and quality of work, are the same for FlexWork options as they are for traditional on-site work. All terms and conditions of employment with the University remain unchanged, including adherence to UC Personnel Policies for Staff Members (PPSM) and departmental policies and procedures. Those approved to work remotely are also bound by the terms of the FlexWork agreement.
- All ORA job descriptions are customer focused and require work Monday through Friday during standard business hours (8 am – 5 pm). Therefore, FlexWork options that involve non-standard work weeks or hours (e.g. 9/80 or 4/10) are not available for ORA staff.
- The Senior Director determines whether or not requirements defined in a job description can be met using FlexWork options.

- Approval to participate in FlexWork is at the sole discretion of the department, is subject to ongoing evaluation and may be adjusted or ended with reasonable notice.
- Employees who work remotely are responsible for making arrangements to address emergent situations that require on-site work, if necessary, and to attend mandatory on-site events as required, approximately once quarterly.
- Internet connectivity is required for remote work and is the explicit financial responsibility of the FlexWork employee. Employees approved to work remotely are required to arrange for and maintain local internet access that has sufficient capability and reliability to enable access to and effective use of all work systems, including use of Zoom video. If internet connection is insufficient, the employee will be required to make alternative arrangements or to work on-site.
- Staff who care for others (children, parents, grandparents, etc.) must remain available and ensure unencumbered time to work during business hours. If such arrangements cannot be made, the employee should discuss FMLA or other leave options with Human Resources.

### FlexWork Agreement Submission Instructions

1. [DocuSign FlexWork Agreement](#): Once a FlexWork schedule has been agreed upon by the employee and the supervisor/manager, the employee will submit the FlexWork Agreement **the DocuSign link provided here**. For those who meet the eligibility criteria for the furniture allowance and plan to submit requests for purchase/reimbursement of eligible items, it is essential to use the provided link.
  - At the PowerForm Signer Information screen, the names and emails that you enter for Manager/Supervisor (direct supervisor) and Department Head (Senior Director) will be auto-populated upon completion of the form and submission.
  - The “Proposed Alternate Work Schedule” section is not applicable to ORA.
  - The duration of the FlexWork Agreement will not exceed one (1) year. Please enter the FlexWork effective date as November 1, 2021. The document will pre-populate the FlexWork end date to November 1, 2022. This date cannot be changed.
  - Any exceptions to ORA’s FlexWork Implementation “Guiding Principles” must be endorsed by your Senior Director and approved by the AVC, before submitting the DocuSign FlexWork Agreement.
2. After the Agreement is approved and signed by the Senior Director, each employee must forward the fully signed DocuSign FlexWork Agreement to [Aiza Almario](#). DocuSign automatically routes fully signed copies to each signatory.
3. Furniture Allowance: Upon completion of a fully signed FlexWork Agreement, please see below for detailed instructions.

### **Furniture Allowance**

[UCLA guidelines](#) provide for a campus funded \$1,400 allowance for workstation furniture (a chair and a height-adjustable desk) for employees who are eligible based on an approved [DocuSign FlexWork Agreement](#) (described above) indicating remote work three or more days per week for at least one year.

If you plan to purchase or are seeking reimbursement and the FlexWork Agreement is submitted via DocuSign, the following events will occur:

1. Your business email address from the FlexWork Agreement will be sent to UCLA's contracted vendor, Steelcase, Inc.
2. Steelcase will then send you an email with Login instructions to a Steelcase portal where you may place your individual WFH (Work from Home) furniture order for one (1) height adjustable desk and one (1) task chair, with a total amount not to exceed \$1,400.00 (tax and installation included). Ensure you check your spam folder for this email.
3. [UCLA IRM Ergonomics – Reimbursement Application](#) must be submitted via DocuSign. Eligible employees who purchased a task chair or a height adjustable table between March 20, 2020 and June 30, 2021, may qualify for a **reimbursement**, following the criteria listed on the [Equipment Reimbursement](#) page. Any furniture and technology provided by UCLA or reimbursed by UCLA remains the property of the University, and must be returned to UCLA upon separation or transfer.

### **Standard IT Equipment for FlexWork**

All FlexWork staff are to use the laptop with built-in webcam, microphone, and speakers provided to each staff member by UCLA/ORIS. It is important that staff use UCLA equipment in order to maintain campus security requirements. In addition, as needed, employees may request that ORIS provide one (1) External 24" Monitor, an External Keyboard, an External Mouse, and/or Headphones.

### **Camaraderie**

Effective interpersonal relationships among colleagues are essential to staff on-boarding, training and development, teamwork, and our collective success. Development of camaraderie among staff will require a greater level of effort from those staff who work remotely. Remote workers in particular are encouraged to connect with colleagues as frequently as possible. Some ideas and considerations for ORA staff are:

- Check in consistently with colleagues through individual and group meetings to discuss work.
- Ensure regular one-on-one meetings of supervisor and staff member.
- Reach out to new members of ORA to welcome and assist in their orientation.
- Consider scheduling Zoom lunch or coffee breaks with colleagues.
- Celebrate a group accomplishment in a Zoom meeting.
- Propose plans to gather with colleagues outside of work purposes (e.g., holiday/birthday parties, special events, etc.) either by Zoom or in person.
- Maintain contact with supervisors and other staff to support continued professional development and networking.

### **Work-Life Balance**

It is the employee's responsibility to assess and maintain their work-life balance whether working onsite or remotely. The University has many wellness programs available, including the following:

- [Ergonomics Telecommute Tips](#)
- [FitWell Virtual Programs](#)
- [Semel Healthy Campus Initiative Center](#)
- [Staff Counseling and Consultation](#)

## Office of Research Administration Return to Building Plan (Health & Safety)

### Purpose

This plan is intended to mitigate the risks of COVID-19 infections as staff return to work in the Wilshire Glendon building. This document is subject to frequently changing public health guidelines from UCLA, local, state, and federal authorities. As a result, the plan may be modified at any time. This plan aligns with UCLA's [COVID-19 Mitigation Requirements](#).

### Key Personnel

We are very grateful for the work of the Return to Building Workgroup that developed this plan and included representatives of six ORA departments and RPC:

Aiza Almario, OBFS	Dina Boktor, RPC	Belinda Chen, ORDM
Duy Dang, EFM	Sharon Martin, OCGA	Tiffany Rose, OHRPP
Aaron Taber, RPC	Esther Yang, ORIS	

The following personnel are the primary contacts for maintaining and implementing the plan.

- Return to Building Workgroup Primary Contact:
  - **Aiza Almario:** Email: [aiza.almario@research.ucla.edu](mailto:aiza.almario@research.ucla.edu) ; Phone (310) 206-3368  
Responsibilities: address general concerns regarding COVID-19, maintain/update plan
- Human Resources Contacts:
  - **Grace Yi:** Email: [grace.yi@research.ucla.edu](mailto:grace.yi@research.ucla.edu) ; Phone (310) 983-3559
  - **Rory Constancio:** Email: [rory.constancio@research.ucla.edu](mailto:rory.constancio@research.ucla.edu) ; Phone (310) 206-8331  
Responsibilities: address workplace-related concerns regarding COVID-19, including requests for workplace accommodations.
- ORA AVC and department senior directors will establish FlexWork agreements with each staff member based on the operational needs of the department.

### General Requirements for COVID-19 Prevention and Safety

The following requirements apply to **all** spaces and operations at all times. Employees are expected to be responsible to monitor their own health, follow current health and safety protocols, and use sanitation supplies as desired:

1. **Masking:** At UCLA, all individuals, whether fully vaccinated or not, will be required to wear face masks in all public indoor spaces. (Employees should refer frequently to the [COVID-19 website](#) for the most up to date information.)
2. **Mandatory COVID-19 Testing:**
  - a) **Unvaccinated Staff** - who are coming to campus or other UCLA properties, are required to participate in twice weekly testing. Please also take note of the UC COVID-19 Vaccination Program requirement referenced below.
  - b) **Vaccinated Staff** – Although testing is no longer required for on-site vaccinated staff, testing is highly encouraged at least once per week.

Staff may retrieve up to two self-administered saliva-based COVID-19 tests per week from one of the [COVID-19 test vending machines and distribution centers](#).

- Testing kits are available at the Wilshire-Glendon Building Main Lobby / Security Desk. Test samples can be deposited Monday through Friday before the 2:00pm pickup.
  - An alternative distribution center to our building is the **Wilshire Center** (10920 Wilshire Blvd.)
3. **Mandatory Symptom Monitoring:**
- a) Employees are required to complete the [UCLA COVID-19 Symptom Monitoring survey](#) each day before they come on site.
  - b) Supervisors must check the [UCLA COVID-19 Clearance Portal](#) daily to verify their direct reports are cleared to be on site at UCLA property.
4. **Sanitation Supplies** will be available to all on-site staff and located in the 600-85 supply room.
5. **Training Requirements for Staff Members**
- The following online trainings are required prior to returning to work on campus.
- a) [COVID-19 Pandemic: Returning to Work on Campus](#) on LMS
  - b) [UCLA COVID-19 Prevention \(2021\)](#) on LMS
    - [Bridge Course](#) (7 min refresher) – Applies to those who completed the previous UCLA COVID-19 Prevention (2021).
  - c) [COVID-19 Vaccine Education](#) on LMS
    - Prior completion of course through the [UCLA Health COVID-19 Vaccine Education](#) website will be accepted upon forwarding the email that you completed the course.

### [UC COVID-19 Vaccination Program](#)

As reported in the September 7, 2021 email to the Bruin Community, all faculty and staff, even those who will not be coming to campus during the fall quarter, are required to fill out the Symptom Monitoring and Vaccination Verification System once by Thursday, September 9, 2021. Employees approved to work remotely should indicate that they will be fully remote so that they are not flagged for non-compliance with the policy. Requests for exception for those with approved medical exemption or disability or religious-based accommodation can be submitted through the same System. Unvaccinated Staff are expected to comply with the [UCLA COVID-19 Community Screening Protocol](#).

- Anyone who develops symptoms or receives a positive test result for COVID-19 is obligated to self-isolate and to contact the UCLA Infectious Disease Hotline at 310-267-3300. Staff should also contact HR Manager, [Grace Yi](#).
- [UCLA Isolation and Quarantine Protocol \(PDF\)](#) provides direction on who, when and for how long faculty, staff or students should isolate if symptomatic and/or after testing positive for COVID-19, and instructions for asymptomatic close contacts who should quarantine.
- Full-time eligible employees may take up to 80 hours of EPSL (Emergency Paid Sick Leave) for [qualifying reasons](#), which is available through June 30, 2022.

Non-compliance with COVID-19 health and safety mitigation measures will be managed per the [UCLA Procedures for Compliance and Enforcement of COVID-19 Public Health Mitigation Measures](#).

## **Building Specific Sanitization Protocols (See attached Cleaning Frequency Schedule)**

Please see attached Wilshire Glendon Building Cleaning Frequency Schedule for information about general purpose and common space cleaning and sanitization schedule.

## **Building Operations**

### **Checking in Visitors**

- Visitors will be asked to check in at the Main Lobby Security Front Desk and will be subject to building protocols.
- Security Front Desk will maintain visitor log, which includes visitor name, email address, phone number and date and time they were in the facility. This information is needed in the event that contact tracing is necessary.

## **Critical Health Hazard Control Points**

On-site activities must cease if any of the health hazards below occur. Operations may resume once the conditions are corrected.

- Building HVAC recirculation stops working (if mechanically ventilated).
- No running water in the building for more than 30 minutes.
- Visible sewage backup in the building.
- COVID outbreak requires a localized shutdown of a department or part of a floor.
- Emergency Conditions (electrical outage, fire, earthquake damage, etc.)

## **RESOURCES**

- [Campus Ramp-Up Planning Guide](#)
- [COVID-19 Self-Test Options on Campus](#)
- [COVID-19 Vaccination Policy | FAQ for employees](#)
- [COVID-19 website](#)
- [Ergonomics offers Telecommute Tips](#)
- [Equipment Reimbursement](#)
- [FitWell Programs](#)
- [DocuSign FlexWork Agreement](#)
- [FlexWork Guide for Managers](#)
- [Furniture Allowance](#)
- [Semel Healthy Campus Initiative Center](#)
- [Staff Counseling and Consultation](#)
- [Training: COVID-19 Pandemic: Return to Work on Campus on LMS](#)
- [Training: COVID-19 Prevention \(2021\) on LMS](#)
- [Training: COVID-19 Vaccine Education on LMS](#)
- [UCLA COVID-19 Clearance Portal](#)

- [UCLA COVID-19 Clearance Portal – tip sheet](#)
- [UCLA COVID-19 Community Screening Protocol](#)
- [UCLA COVID-19 Information for Staff](#)
- [UCLA COVID-19 Isolation and Quarantine Protocol](#)
- [UCLA COVID-19 Mitigation Requirements](#)
- [UCLA Procedures for Compliance and Enforcement of COVID-19 Public Health Mitigation Measures](#)
- [UCLA COVID-19 Pivot Plan and Decision Matrix](#)
- [UCLA COVID-19 Protocols](#)
- [UCLA COVID-19 Symptom Monitoring System and Vaccination Verification System](#)
- [UCLA COVID-19 Vaccine Info Hub](#)
- [UCLA IRM Ergonomics – Reimbursement Application](#)

# APPENDIX A

## WG BUILDING CLEANING FREQUENCY (FLOORS 6-8, and Suite 900)

Location	Frequency			Responsible Parties		Notes
	Daily	Weekly	Monthly	Building Facilities	OBFS Operations	
<b>Common/Public Areas</b>						
Elevator	XX			X		hand sanitizers available at elevator lobbies
Main Corridors	XX			X		
Main Lobby	XX			X		hand sanitizer available
<b>Kitchen &amp; Break Rooms</b>						
Counters (High-touch surface)	XX			X		
Door knobs (High-touch surface)	XX			X		
Dusting			X	X		
Faucets (High-touch surface)	XX			X		
Floor mopping/vacuuuming	X			X		
Microwave			X			staff rotation schedule
Refrigerator			X			staff rotation schedule, all food items need to be properly sealed.
Tables (High-touch surface)	XX			X		
Trash Removal - Centralized Waste	X			X		
Water Cooler		X			X	
<b>Conference Rooms</b>						
Carpet Vacuuming	X			X		
Chair alignment	X			X		
Door knobs (High-touch surface)	XX			X		
Dusting			X	X		
Tables	X			X		
Wastebins		X			X	Centralized Waste should be utilized daily.
Writing board cleaning		X		X		
Writing board erasing	X			X		
<b>Restroom</b>						
	XX			X		hands free faucets/soap dispensers installed
<b>Suites / Workstations</b>						
Dusting			X	X		
Vacuuuming			X	X		
<b>Supply Room / Mailroom / Copy Rooms</b>						
Floor mopping			X	X		
Counter		X			X	
Dusting			X	X		
Xerox Machines / Shared Printers		X			X	

updated 10/01/21

Note: Employees may use provided sanitary supplies to clean their own areas as desired.

Contact: [OBFSoperations@research.ucla.edu](mailto:OBFSoperations@research.ucla.edu)