



UNIVERSITY OF CALIFORNIA, SANTA BARBARA FLEX SCHEDULE GUIDELINES

The University of California, Santa Barbara, has implemented the University Flex Schedule program to promote better work/life balance for its employees, to benefit the Santa Barbara community through less traffic congestion and air pollution, and to realize University cost savings. By signing the Flex Schedule Agreement Form, the employee certifies that he/she has reviewed, understands and agrees to abide by the provisions of UCSB's Flex Schedule Guidelines as well as the Employee Flex Schedule Agreement Form.

Employment Status

The employee will comply with all University rules, policies, practices, and instructions including University Electronic Communication Policy (ECP) guidelines that would apply if the employee were working at University facilities. Failure to comply may result in the termination of the employee's participation in the flex schedule program. Work products developed or produced by the employee while working a flex schedule are the property of UCSB.

Work hours, benefits, compensation, and leave scheduling while on a flex schedule continue to be governed by applicable UCSB policies and/or collective bargaining agreements. Requests to work overtime or use leave time must be approved, in writing, in advance by the employee's supervisor/manager. The employee's continued participation is contingent upon acceptable performance standards.

This program is voluntary. It may be initiated upon formal written request by the employee and must be approved by the employee's supervisor/manager. Participation in a flex schedule program may be terminated at any time upon the request of the supervisor/manager, upon the request of the employee and agreement of the supervisor/manager, or with a two week notice if that is acceptable to the supervisor/manager.

Renewal of the Agreement

If the employee wishes to renew this agreement, he/she will formally request renewal in writing. Renewal of the agreement is subject to review and approval by the employee's supervisor/manager.

PLEASE NOTE: Pages two and three of the Flex Schedule Guidelines need only to be read and agreed upon by employees requesting a telework program, (e.g. working from home or a remote site). Employees seeking non-telework types of flexwork may go to the flex schedule agreement form.

Equipment, Equipment Insurance, Office Supplies

University resources and electronic equipment must be used primarily for University business or the incidental use of University resources and electronic equipment according to ECP guidelines. The employee is responsible for ensuring all items are properly used according to ECP guidelines.

The employee agrees to take reasonable steps to protect any University property from theft, damage, or misuse. This includes maintaining data security and record confidentiality in accordance with Business and Finance Bulletin IS-3. The employee will comply with all copyrights and licensing agreements for all software owned by the University. Depending on the circumstances, the employee may be responsible for any damage of, or loss of, University property based on the discretion of his/her supervisor/manager.

When the employee uses personal equipment, software, data, supplies, and furniture for University business, the employee is responsible for maintenance and repair of these items unless other arrangements have been made in advance and in writing with the supervisor/manager's approval. The University assumes no responsibility for any damage to, depreciation of, or loss of the employee's personal property.

The employee will return university equipment, records, and materials, upon request and/or termination of this agreement. The employee may be responsible for any costs necessary to return, repair, or replace University property.

If the employee is unable to meet work obligations due to equipment issues, the employee agrees to notify his/her supervisor/manager and may be required to travel to the workplace to perform his/her job functions until the issues have been resolved.

The employee agrees to report to his/her supervisor/manager instances of loss or damage to University property, or known unauthorized access at the earliest reasonable opportunity.

Telework Site Safety and Ergonomics

The employee agrees to maintain a safe and ergonomically correct workstation. The employee may be covered by workers' compensation for job-related injuries that occur in the course and scope of his/her employment while teleworking. The employee is responsible to report work related injuries to his/her supervisor/manager within 24 hours in compliance with University policy.

The employee remains liable for injuries to third parties and/or members of the employee's family on the employee's premises.

Legal and Tax Implications

The employee is responsible for tax and legal consequences, if any, of this arrangement.

Data Security

If the employee uses a computer workstation owned by the employee or the University, he/she agrees to take reasonable steps to comply with Business and Finance Bulletin IS-3, including:

- Keeping security configurations up to date to protect that workstation from intrusions.
- Ensuring that University data residing on the workstation is safe from inappropriate access.
- Ensuring communication between the workstation and University is appropriately secure. The employee should consult with his/her local workstation support staff.

The use of a university computer at home or the use of a personally owned computer while conducting university business is governed by the University of California Electronic Communications Policy <<http://www.ucop.edu/ucophome/policies/ec/>>, UCSB Electronic Communications Implementing Guidelines <http://www.policy.ucsb.edu/vcas/isc/InterimECImpGuide5612.pdf>>, Business and Finance Bulletin IS-3, Electronic Information Security and Implementing Guidelines <<http://www.ucop.edu/ucophome/policies/bfb/is3.pdf>>

Computing Environment

The employee agrees to follow guidance from their departmental computing support staff with regard to the appropriate computer hardware, workstation remote access security, anti-virus and firewall security, system updates and having the appropriate software.