

ARTICLE XX:

Workspace and Materials

XX.1. The University shall provide Graduate Employees, at no cost to the Graduate Employee, access to University services, materials, equipment and facilities necessary to carry out their work duties including but not limited individual or shared workspace computers/laptops, studio space, storage space, on-campus mailbox, office supplies including chalk and dry erase markers, software and hardware, and audio/visual presentation equipment. Graduate Employees shall also have access to computers with internet access and printers at no cost to them, appropriate access to work buildings, and library privileges necessary to fulfill their assigned work duties.

XX.2 The University shall provide regular custodial services including daily trash removal to GE workspaces. The University shall also provide access to cleaning supplies within each building at no cost to GEs.

XX.32 Consistent with University policy and with the supervisor's advance approval, the University shall reimburse Graduate Employees for required job-required materials, equipment, and services that are not otherwise provided to the Graduate Employee by their department or program. The reimbursement shall be completed as soon as possible but no later than the end of the next pay period. ~~Under no circumstances~~ should a GE be required to purchase job-required materials, equipment or services for which they will not be reimbursed.

XX.43 If a Graduate Employee's University work location is to be moved or if there is a substantial alteration of the Graduate Employee's workspace, the Graduate Employee will be notified at least thirty (30) days before the move or alteration. If the move is due to an emergency and it is not possible to provide thirty (30) day notice, notice shall be given as soon as practicably possible. Graduate employees shall not be expected to move or relocate any materials, items or equipment that may be unreasonably heavy.

XX.5 Remote Work. GEs assigned to teach in-person courses may regularly work from home or elsewhere when they do not have specific on-campus responsibilities.

A GE may request a flexible work arrangement in which they are able to fulfill the core duties and responsibilities of their appointment. Should a GE make such a request, their supervisor will discuss the request with the GE and HR representative as needed, prior to approving or denying the request.

If the request is approved, the GE's supervisor will provide written documentation of this

approval and copy HR for the GE's employment file.

Nothing in this article shall prevent a GE from receiving a flexible work schedule as a part of the ADA accommodation process.