

ARTICLE XX:

Workspace and Materials

Section 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 to 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.

Section XX.2 The University shall provide regular custodial services including trash removal from GE workspaces. The University will publish trash removal schedules for campus buildings. The University shall also provide access to basic cleaning and office sanitation supplies consistent with each academic department's needs at no cost to GEs, which include:

- XX.2.a: All-purpose surface cleaner;
- XX.2.b: Paper towels;
- XX.2.c: Sponges;
- XX.2.d: Broom and dustpan;
- XX.2.e: Trash bags;
- XX.2.f: Hand sanitizer;
- XX.2.g: Facial tissues

Section XX.3 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.

Section XX.4 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

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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.

Section XX.5 Remote Work.

GEs assigned to teach in-person courses may regularly fulfill non-teaching duties from home or elsewhere.

Consistent with the University's mission as a residential institution committed to an in-person teaching and learning community which delivers primarily an in-person learning experience, a GE may request a flexible, hybrid 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. Requests will be submitted using the standard university format, which should typically include the duration and location of the remote work and other relevant details necessary to support successful performance and data security.

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 including the duration and scope of the hybrid work arrangement. The GE reserves the right to appeal the hybrid/remote work arrangements decision. The ~~Chief Human Resources Officer~~ **office of the Dean of the Graduate School** will review all appeals, and all appeal decisions will be rendered within ten (10) days.

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