

FAS Telework Supplemental Guidance for Work Location Definitions

[UCSF Work Location Definitions and Guidance](#) helps categorize roles based on location of work and operational needs. These roles are set by department leaders. They carry different considerations for workstation assignments and travel reimbursement. These definitions will be assigned as part of creating telework agreements and become a part of our HR data.

FAS Supplemental Guidance

- Consistent with the [UCSF telework guiding principles](#), application of policy and guidance should be consistent for employees with similar roles. Best practice is for department leadership to calibrate work location designations by role within each department. Objective, consistent, and transparent decisions help take the pressure off any one manager/supervisor and avoid the perception of favoritism.
- **It is assumed that the majority of roles within FAS will be either fully onsite or flexible.**
- Fully offsite roles should align with the department’s business plan and long-term commitment to a talent strategy. Onsite visits to a UCSF location *are by request* rather than a part of the role’s responsibilities. It is manager discretion to reimburse business travel as allowable under policy. **It is recommended that the FAS Executive Team member (direct report to the Senior Vice Chancellor) approve all fully offsite positions to ensure consistent treatment of similar roles.**
- Please see [Telework at UCSF](#) for additional resources including [Financial Guidance for Telework](#) and [Telework Overview and Agreement](#)

Work Location Guidance Matrix

Work Location	Offsite Hours Per Week* (assumes 8 hours = 1 day)	UCSF Workstation	Travel Reimbursement	Telework Agreement Required
Fully onsite	0	Assigned/dedicated (no more than one location)	Commuter	No
Flexible	8 (1 day offsite per week)	Assigned/dedicated (no more than one location)	Commuter	Yes
Flexible	16-32 (2-4 days offsite per week)	Shared or hotel	Commuter	Yes
Flexible	40 (mostly offsite with occasional or ad hoc onsite. Could be 100% offsite for periods of time. The onsite expectations of the role remain flexible and could change. Leaders should provide as much lead time as possible if expectations change)	Shared or hotel	Commuter	Yes
Fully offsite**	40	NA	Travel reimbursement allowed at manager’s	Yes

			discretion if visit requested for business purposes	
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*Assumes 8 hours = 1 day and 40-hour work week. Jobs with alternate schedules can adjust hours offsite as needed to make clear expectations.

** The worksite is 100% outside of a UCSF location. Remote roles align with the department's business plan and long-term commitment to a talent strategy. Onsite visits to a UCSF location *are by request* rather than a part of the role's responsibilities. It is manager discretion to reimburse business travel as allowable under policy. It is recommended that the FAS Executive Team member (direct report to the Senior Vice Chancellor) approval all fully offsite positions to ensure consistent treatment of similar roles.

Frequently Asked Questions:

Q: What is the difference between an onsite job duty and a request to be onsite?

A: According [The Guidance for Assessing Task Portability](#), telework roles and work location should be based on desired work outcomes to meet business needs. A common question should be, is in-person contact (with customers or colleagues) required to produce these outcomes?

Onsite responsibilities may include:

- Operational duties
- Customer or vendor needs
- Recruitment or on-boarding needs
- Safety or compliance needs
- Team building events
- Training/exercises
- Collaborative work sessions
- Project sprints (multi-day periods on-site)
- Emergency needs (strike support, EOC needs, etc)
- Other duties assigned, new projects, mandates, work coverage, etc.

Q: If an employee's work location is designated fully offsite and they live in the 9 Bay Area Counties, would visits to campus, whether requested or the employee's preference, still be considered travel allowing the employee to be reimbursed?

A: No. It is manager's discretion to reimburse business travel for fully offsite employees who are requested to come to campus. FAS guidance is to not reimburse travel for fully offsite employees who live within commuting distance.

Q: If an employee's work location is designated flexible and they choose to move outside of the 9 Bay Area counties, would all trips onsite be considered commuting?

A: Yes, employees with flexible locations are consider commuters. For periods of time, a role can allow for flexibility to telecommute 100%. *The onsite expectations of the role remain flexible and could change.* Department leaders should communicate realistic expectations about the need for onsite work.

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Leaders should provide as much lead time as possible if expectations change. Agreements should be documented in the telework agreement with employees in similar roles treated consistently.

Q: Can a department designate similar roles differently if it is the employee's need or preference? For example, if HR Generalists are assigned as flexible jobs, can employees elect to be fully onsite or fully offsite?

A: Similar roles should be treated similarly, however employees can choose to come onsite more than required; or they can choose to commute from outside of the Bay Area if they agree to onsite visits and reimbursement standards applicable to their colleagues in the same roles.