DEPARTMENTAL PROTOCOLS FOR REMOTE WORK REQUESTS BY SALARIED GRADUATE STUDENT EMPLOYEES (TA/GSA)

The Department of Biological Sciences makes every effort to provide adequate and suitable work assignments to salaried graduate students employed by the department to ensure students enrolled in laboratory courses in the Department of Biological Sciences have access to, and the ability to engage in, relevant, current and experiential coursework.

The following protocols are in place to clarify the steps required to request consideration to work remotely and/or request medical accommodation. While the department makes every reasonable effort to accommodate requests, all parties must be considered, including salaried graduate student employees in the department at large, department scheduling needs, as well as the undergraduate and graduate students enrolled in laboratory courses. Further, due to the nature of research in the biological sciences, graduate students are expected to be on campus to conduct research as directed by their respective faculty advisors.

REMOTE WORK REQUEST TYPES

- TELECOMMUTING/REMOTE WORK (w/in 50 mile radius of campus/DFW)
- TELECOMMUTING/REMOTE WORK (outside 50 mile radius of campus/DFW)
- MEDICAL ACCOMMODATION

Protocols/steps vary based on the request type:

1. TELECOMMUTING/REMOTE WORK (within 50 mile radius of campus/DFW)
   Lab Supervisors/Departmental Representatives will prepare a list of TA/GSA employees who will telecommute as part of their work assignment(s). The understanding is that these employees will reside within 50 miles of campus/DFW, allowing them access to campus as needed/required by the faculty advisor, department and/or university.

   Upon approval by the Department Chair and COS Dean, the list containing the following data will be forwarded to Academic.Resources@unt.edu
   - Employee name(s)
   - EMPLID(s)
   - Department
   - Brief explanation of how tasks will be performed

2. TELECOMMUTING/REMOTE WORK (outside 50 mile radius of campus/DFW)
   Under no circumstances is the faculty/academic staff supervisor of a salaried graduate student employee to approve remote work outside of a 50 mile radius of campus/DFW for greater than three (3) days. Following review by the PI/Major Advisor, requests are to be provided in writing to the Department Chair for review. If the request is deemed appropriate, then the following steps are to be taken.
a. Employee submits the completed **Flexible Work Arrangement form** for faculty/graduate students to the Department Chair for approval. *Note: The Department Chair signs as supervisor.*

b. The Department Chair forwards to the COS Dean and, finally, to Brandi Renton, Associate Vice President of Administrative Services for final approval. *Note that salaried graduate students may not work remotely from outside the United States.*

3. **MEDICAL ACCOMMODATION**

Information on how a salaried graduate student employee may request an accommodation due to a disability under the Americans with Disabilities Act (ADA) or a job modification due to being at high risk for COVID-19 as defined by the CDC can be found at [https://www.untsystem.edu/hr-faq-covid-19#toc-7](https://www.untsystem.edu/hr-faq-covid-19#toc-7). Human Resources will facilitate the request with the salaried graduate student employee, PI/major advisor, and supervisor (Department Chair) to determine appropriate accommodations, temporary work modifications or leave options.

December 4, 2020