

# Flexible Workplace Guidelines

University Advancement

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## University Advancement's Workplace Philosophy

UVA's [Policy on Workplace Flexibility \(HRM-012\)](#) guides University Advancement's flexible work philosophy - Work where your work will be best supported. On any given day, you might choose to work from our offices in Charlottesville, your home office, a hotel, airport or coffee shop. We leave it up to you to decide where you will do your best work for UVA, and we acknowledge that this may change from day-to-day, depending on what you and your team are working on. We also acknowledge that the nature of our work may require occasional in-office work and in-person meetings.

The University's business hours are 8:00 a.m. to 5:00 p.m. Eastern Standard Time, Monday through Friday. However, you may request an alternative 40-hour workweek schedule with your manager's approval. No matter where you choose to work, you are expected to be responsive, present, and attend meetings or activities as required for your role. We require the full effort of our employees, and personal activities, consulting, or other jobs must not disrupt or interfere with the performance of your work.

## UA is a Culture of Trust, Performance, and Inclusion

University Advancement strives to create a culture built on trust, performance, and inclusion regardless of where our employees work. This culture is critical to our success, and we are all responsible for building and maintaining it.

University Advancement evaluates performance on results, not on when and where you work. Employees should be clear about goals, metrics, and KPIs specific to their jobs. Managers in University Advancement are committed to providing clarity to all employees on their team. However, it is incumbent upon the employee to seek clarity when it is needed.

University Advancement values, appreciates, and welcomes employees of all backgrounds and diverse characteristics. An inclusive workplace is important to us and we want our employees to feel a sense of belonging, connection, and community in University Advancement. We hope you will feel comfortable being your authentic self at work.

## How We Connect

In University Advancement, we stay connected in a variety of ways. From a digital standpoint, we use MS Outlook email, MS Teams, and Zoom. Please check with your manager about your team's preferences.

We feel it is important to provide opportunities to connect in person on Grounds regularly. To this end, University Advancement hosts two annual learning conferences - the Day of Learning in August and our Week of Learning in January. We expect that all University Advancement staff attend these in-person yearly events.

Additionally, UA hosts Collaboration Days at our offices in Charlottesville on the third Wednesday of each month. Staff are highly encouraged to work in the office on these days for in-person training, orientation, and networking opportunities. We do occasionally have required in-person training and meetings and we schedule them on or near Collaboration Days so that you can make the most of your time in Charlottesville.

For FY24, our schedule is as follows:

- July 19, 2023 - Collaboration Day
- August 16, 2023 - Advancement Community Meeting and Day of Learning
- September 20, 2023 - Collaboration Day
- October 18, 2023 - Collaboration Day
- November 15, 2023 - Advancement Community Meeting and Collaboration Day
- December 20, 2023 - Collaboration Day
- January 16-19, 2024 - Advancement Community Meeting and Week of Learning
- February 21, 2024 - Collaboration Day
- March 20, 2024 - Collaboration Day
- April 17, 2024 - Advancement Community Meeting and Collaboration Day
- May 15, 2024 - Collaboration Day
- June 19, 2024 - Collaboration Day

## Travel to Charlottesville

If you live more than 60 miles outside of Charlottesville, we will cover your pre-approved travel to Grounds for business purposes. In accordance with our [travel policy](#), air travel should be booked through [UVA's travel portal](#) and University Advancement maintains a hotel block near Grounds for our staff. Please request lodging through [this form](#) at least two weeks before you expect to travel to Charlottesville.

## How We Work

Our office space is located in the Old Ivy Building (OIB) at 2420 Old Ivy Road, in Charlottesville, close to UVA's Grounds. OIB includes 240 workspaces, a mix of offices and cubicles. We have adopted a desk hoteling system, so when you choose to work in the office, you will reserve a workspace from our [hoteling application](#). All workspaces include sit-to-stand desks, dual monitors, docking stations and webcams. When you arrive, you should be able to plug in your laptop and get to work.

## Technology & Application Support

All new hires in University Advancement are issued a laptop, keyboard, and mouse. We will also deploy all of the software necessary for your role. If you have any issues with your hardware or desktop software (Microsoft 365, etc), please contact our IT Support staff at [desktopsupport@virginia.edu](mailto:desktopsupport@virginia.edu). For after hours support, please contact the UVA Helpdesk at [4Help@virginia.edu](mailto:4Help@virginia.edu). The staff at the Help Desk are also available by phone and live chat. Please see their [website](#) for more information.

Our advancement applications include Advance Web, Advancement Performance (Cognos), Tableau, EverTrue, ThankView, Marketing Cloud, Give Campus, Cvent, Eventbrite, and others. If you have any issues accessing or using an advancement application or report, please contact the [Advancement Help Desk](#).

## Equipment and Your Home Office

You are responsible for setting up your home office. We do not prescribe or reimburse the additional equipment you choose to purchase. It is up to you and your preferences. University Advancement is not responsible for expenses associated with working at home, including heat, electricity, internet, or phone service. We suggest that you have a dedicated workspace, preferably in a quiet space with a door. We recommend that you have a strong internet connection. Download speeds of at least 35 Mbps are recommended. You can test your internet connection bandwidth [here](#).

If you move and the location of your home office changes, please let us know by emailing your new address to [PeopleOperations@virginia.edu](mailto:PeopleOperations@virginia.edu). You will also need to update your address in UVA's HR system, Workday. Home offices that are not in Virginia must be reported in Workday, as there may be tax withholding implications.



## Security and Confidentiality

All University Advancement employees are expected to sign a Non-Disclosure Agreement and renew the agreement annually. Employees working remotely remain subject to and must comply with all University policies while working from the alternate work location, including those that pertain to information and device security. Employees must:

- Use the VPN when accessing servers, networks, software and digital files with confidential information
- Password-protect all equipment
- Keep confidential documents in locked filing cabinets
- Refrain from using unsecured public Wi-Fi