



## Remote and Hybrid Work Glossary of Terms

**Fully Remote:** Employee rarely, if ever, works onsite; may be from any location.

**Hybrid:** Employee consistently works a mix of working both remotely and onsite (e.g., remote work one day a week and onsite four days a week); may be from any approved location.

**Flexplace**, or remote, refers to arrangements that allow an employee to work at home or another off-site location, often sporadically and/or for a pre-determined duration.

**Occasional Hybrid:** Situational, where an employee usually works onsite except during emergencies or other specific employer-approved situations; may be from an approved location. A Remote and Hybrid Work agreement is not required for occasional situations in which the employee works at home.

**Flex Time:** Allows for flexible scheduling arrangements that permit variations in starting and departure times but does not alter the total number of hours worked in a workweek.

**Compressed Work Week:** Allows a staff member to work a traditional 37.5 or 40-hour workweek in less than the traditional number of workdays.

**Fully On-Site:** Employee works fully at location that is owned, leased or maintained by the University.

**Hoteling Space:** Reservation-based style of office space management where employees schedule their use of workspaces (including desks, cubicles, equipment, and conference rooms).

**Shared Office Space:** Office or working space shared by employees who work hybrid schedules that do not overlap, allowing the space to be fully utilized. Each employee must have locking cabinet or drawer space to secure personal materials and/or files.

**Dedicated Office Space:** Office or working space for employees who work fully on-site, may include those who occasionally work remote.

**Collaboration Space:** Space reserved for teams of employees, including remote or hybrid employees who come on-site for team meetings or collaborative work with others.

**Remote and Hybrid Work Agreement:** A university form that describes the terms of a specific remote and hybrid work arrangement between the university and an individual employee.