



Flexible Work Locations Guidelines

The below guidelines specific to the UNC Eshelman School of Pharmacy non-faculty positions are in addition to, but do not replace the UNC-Chapel Hill [Flexible Work Arrangement Policy](#). Designations for each position are reviewed each academic year and may be subject to change based on business need.

On-Site Positions:

- The employee's regularly recurring working hours to be at an on-site duty station.
- The supervisor has discretion to grant short-term flexibility up to 30 days.
- The supervisor has discretion to approve a temporary change in an employee's regular work schedule to adjust for a specific event.

Hybrid Positions:

- The employee's regularly recurring working hours are split between working locations: on-site duty station and off-site location within reasonable commuting distance of duty station, as determined by business need. A reasonable commuting distance is within 90 minutes of on-site work location.
- All employees in hybrid designated positions must work a minimum of three days on-site per week. The supervisor has discretion to require more on-site days per week as determined by business need.
- All employees in a student facing position must work a minimum of four days on-site per week.
- Employee should expect to occasionally come to campus during their assigned remote days, as determined by business need.
- While the University continues to migrate to AT&T soft phones, employees are required to forward their on-site work telephone to their off-site work location on days where work is to be performed off-site.
- Roles that are similar across multiple Divisions/Units should collaborate with leaders to promote equity among similar roles (e.g., Executive Assistant or Administrative Support roles).

Remote Positions:

- The employee's regularly recurring working hours are at an off-site location in NC.
- Options for remote work are limited to designated units based on job category. Supervisors in each unit are responsible for assessing work location needs.
- Employee should expect to occasionally come to campus for irregularly occurring business needs (e.g., semi-annual event, in-person training).