

Adjusting the CU Anschutz Hybrid Work Model – Transition Guideline

Overview

To further support a culture of innovation, creativity and collaboration at CU Anschutz, we are implementing a change to our hybrid work model and setting an expectation for employees – both staff and faculty – to work **on-site a minimum of three days per week, beginning January 5, 2026**. Exceptions and special considerations are detailed below.

This adjustment to our hybrid work model is designed to foster more spontaneous interaction, support our dynamic campus community, and ensure alignment with our mission of delivering exceptional experiences for our students, patients and each other

These guidelines apply to employees whose job responsibilities have been approved for and can support a hybrid schedule. Employees whose roles already require on-site presence for all work shifts due to the nature of their work, and who are currently working or exceeding three days per week on site, are not impacted by this change.

Supervisors continue to have the flexibility to adjust hybrid work arrangements as needed to support operational requirements, and these updated guidelines do not preclude a supervisor from requiring employees to be on-site for all their work shifts.

Standard On-Site Expectation

- Employees with roles eligible and approved for hybrid work are expected to work on-site three days per week.
 - These days do not need to be consecutive and may be determined in coordination with supervisors based on team needs and operational priorities.
 - This guideline does not affect hospital operations or other clinical practice sites.
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Purpose and Rationale

- **Creative and Innovative Work:** In-person engagement helps generate the kind of spontaneous interactions that spark new ideas, solve problems more dynamically, and strengthen team cohesion.

- **Campus Vibrancy:** Our organization provides essential services to students and patients. A vibrant, populated campus enhances the sense of community, fosters belonging, and contributes to a positive and supportive experience for those we serve.
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Exceptions and Special Considerations

While the three-day on-site expectation applies broadly for those eligible for hybrid work, we recognize that individual circumstances and operational constraints may require more flexibility. The following exceptions are allowed:

Legacy Remote Employees

- Employees who were hired as of September 16, 2025, to work fully remote and who currently live:
 - **Out-of-state**, or
 - **50 miles or more** from campus

are retained under their existing remote work arrangements. These employees are not required to adhere to the three-day on-site expectation unless their supervisor deems it necessary. As vacancies arise due to attrition of these legacy remote roles, departments should backfill these positions with the expectation that new hires for fully on-site or hybrid work will adhere to the on-site work requirements.

For all new job postings where remote or hybrid work is mentioned, there is an expectation for CU Anschutz employees to reside within 50 miles of campus, and hybrid work arrangements are expected to include at least three days per week on-site unless other approved exceptions exist. In the event an applicant pool is insufficient to meet the operational needs of the position, departments may request an exception to this geographic expectation. With approval of the Vice Chancellor or Dean-equivalent leader or their delegate, employment outside of the 50-mile radius, including out-of-state employment, may be permitted.

In addition, a limited number of employees in roles that are historically difficult to recruit and whose job duties are conducive to fully remote work may also be approved for ongoing remote work arrangements under legacy status. These roles typically include but are not limited to certain IT professionals, data analysts, and research support staff. In general, these positions do not involve direct interaction

with students, patients, or the public, nor do they regularly engage with internal customers. These legacy remote work arrangements must be formally approved up through the Vice Chancellor or Dean-equivalent leader or their delegate. Approved employees may continue in their current remote work structure unless operational needs or performance require otherwise.

Office Capacity Limitations

- If a department's available office space cannot accommodate all hybrid-eligible employees being on-site three days per person per week, department managers may exercise discretion in approving a reduced on-site schedule of **two on-site days per week** for individual contributors.

However, employees in roles that supervise others are expected to adhere to the expectation of three or more on-site days per week to model engagement and support team presence on campus.

Departments should review [CU Anschutz space planning guidelines](#) and, where appropriate, transition individual workspaces to shared workspaces and other space planning strategies to align with the updated hybrid work model.

Short-Term Exceptions

- Short-term exceptions (e.g., for temporary caregiving, health, or personal situations that do not preclude effective and productive work from a remote location) may be requested and approved on a **case-by-case** basis by supervisors in consultation with their department HR Partner and/or department leadership, and in alignment with established University of Colorado and CU Anschutz policies.
- Permanent exceptions to meeting work location requirements due to an employee's own health condition should be referred to the campus Americans with Disabilities Act (ADA) Coordinator and [ADA process](#) for review.

Parking & Transportation

CU Anschutz is committed to supporting flexible and accessible parking and transportation options for employees working hybrid schedules. For example, the popular part-time parking permit option has been restructured to align with a three-day on-site model, while maintaining existing pricing.

In addition, employees may choose to take advantage of the RTD Eco Pass and leverage the Medical Campus Rail Shuttle between central campus locations and the R-Line Fitzsimons

light rail station. Employees with paid campus parking permits of any type are eligible for a free RTD Eco Pass. For employees without parking permits, the RTD Eco Pass is available for \$25 per month.

For those interested in securing a parking space that is conveniently located in designated areas of surface parking lots and in the Henderson Parking structure, reserved parking permits are also available for purchase.

For more information about parking and transportation options, please visit the [Facilities Management parking website](#).

Implementation and Review

- Managers are responsible for working with their teams to develop hybrid work schedules that align with both individual needs and departmental priorities. Updated hybrid work schedules should be implemented by Monday, January 5, 2026.
 - This timeline provides three months of transition planning for employees and departments, and avoids major holidays, helping to minimize disruptions related to after-school care, early childhood programs and eldercare responsibilities.
 - Once fully remote and hybrid work arrangements are adjusted and implemented, employees and managers should complete an updated Flexible Work Participation Agreement. *(Both Policy 4032 and the participation agreement are scheduled for update by January 5, 2026, and the new versions will align with this guideline.)*
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Final Note

CU Anschutz leadership recognizes that changing hybrid work schedules can cause disruption and is committed to ensuring a smooth and thoughtful transition. Our goal is to maintain hybrid work as an option and to do so in a way that balances flexibility with connection – where employees can thrive professionally while contributing to a campus culture that supports creativity, innovation and community. When present together, we build stronger teams and create better experiences for all those we serve.