Office of the President

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**APPLICABILITY/ACCOUNTABILITY**

This policy applies to all faculty and staff of the University of Central Florida.

**BACKGROUND**

The purpose of this policy is to set forth the University of Central Florida's philosophy and expectations for remote work arrangements. Remote work arrangements allow employees to work at an alternate location for all or part of the workweek. Remote work arrangements when used appropriately may optimize operations, improve productivity, help attract and retain workforce, enhance work-life balance, achieve administrative efficiencies (e.g., reducing office and parking space needs), reduce traffic congestion and transportation costs, and support Continuity of Operations Plans.

**POLICY STATEMENT**

The practice of working at an approved remote workspace instead of physically traveling to a central workplace is a work alternative that may be offered to employees when such requests meet the eligibility criteria established by this policy. Criteria include that such working arrangements benefit both the organization and employees, are in line with UCF’s mission and guiding principles, resources can accommodate the requests and supervisory discretion allows for the employees to work from a remote workspace. The decision to allow limited or hybrid remote work arrangements lies with the Dean, Director, or Department Head (DDDH) or designee. Requests for full-time remote or out-of-state work
Remote work arrangements must be approved by the Provost or appropriate Vice President (VP).

The request for a remote work arrangement is a privilege and not all employees are guaranteed the opportunity to work remotely. Remote work arrangements must meet the needs, requirements, and constraints of both the unit and the employee. Units should be consistent in the decision-making process regarding remote work arrangement requests, with the understanding that the work arrangement can be changed or discontinued at any time. This policy establishes standards for remote work locations and flexible work time for employees. This policy does not address flexible arrangements or flexible work requests due to medical and religious requests under the Americans with Disabilities Act, for flexing of work hours during a work week, or for periodic or flexible work arrangements of less than two months.

**DEFINITIONS**

**Flexible Work Arrangement.** Work schedules that fall outside of a unit’s usual work schedule or central workplace and that last longer than two months.

**Remote Work Arrangement.** Defined as allowing employees to work at an alternate location. Employees perform essentially the same work that they would in the central workplace in accordance with their same performance expectations and other agreed upon terms. Remote work arrangements may be established for long-term or short-term periods for longer than two months.

**Central Workplace.** An employer’s place of work where employees normally are located.

**Hoteling Workspace.** Shared campus workspace used for temporary employees or those who do not work on campus on a regular basis.

**Remote Workplace.** Approved alternate work sites other than the employee’s central workplace where official UCF business is performed. Such locations may include, but are not necessarily limited to, employees’ homes or approved satellite offices.

**Full-time Teleworker.** All work hours are completed at the individual’s approved remote workplace.

**Hybrid Teleworker.** Work hours are completed at both the central workplace and agreed upon remote workplace throughout the work week.

**Limited Teleworker.** Employee works from the agreed upon remote workplace on a sporadic or task driven basis.

**Compressed Work Week.** 40-hour work week compressed into fewer than five workdays.
**Flextime:** Fixed starting/ending times that change periodically.

**Remote Work Agreement.** Formal written agreement outlining the remote work arrangement.

**Office/Core Hours of Operations.** Core hours may be established by departments and are the hours during which all employees must be on the job.

**Work Week.** For most UCF employees, the standard work week begins on Friday and ends on the following Thursday.

**GENERAL EXPECTATIONS**

- Regardless of work location, an employee's responsibility is to fulfill their job responsibilities, perform at expected levels, and follow all UCF regulations, policies, and standards pertaining to their job.
- Flexible work arrangements are not guaranteed; they can be changed or be discontinued at any time.
- Employees who have an approved remote work arrangement may still be required to work on campus on a scheduled remote workday as required by the department, including for emergency situations if designated as critical personnel.
- Employees must continue to communicate absences or time away from work as if they were on campus.
- Employees are expected to clearly communicate when they are working remotely, how to contact them, and be accessible during scheduled work times. Students attend classes and live on campus, making it essential that many services be offered in-person and on campus. As such, student or employee-facing faculty, staff, and departments are expected to maintain an appropriate level of staffing at the campus work location.
- Decision making processes regarding remote work arrangement requests must be transparent and compliant with all university regulations and policies. Information technology security of data, as well as confidentiality of information, are key considerations when reviewing a remote work arrangement.
- DDDHs, designees and/or supervisors cannot take adverse action against an employee for asking for a remote work arrangement.
- Employees granted a remote work agreement whose on-campus work hours fall under certain thresholds may lose their dedicated campus-based workspaces and be required to work at temporary or hoteling spaces when on campus.

**Eligibility**

Individuals who meet or exceed performance standards are typically favorable candidates for remote work arrangements. Employees must be performing at a satisfactory level to be eligible for flexible work. Individuals in corrective action or on a performance improvement plan are not eligible for remote work arrangements.
Eligibility is determined based on job duties and essential functions of the job, satisfactory performance, and time with the university. Some positions require the employee to physically be on campus to perform essential job duties and to maintain continuity of operations, and therefore, may not be eligible for remote work; however, departments may consider flexible work schedules if appropriate. Such jobs include, but are not limited to:

- Grounds keeping/landscape positions.
- Facility maintenance positions.
- Housekeeping positions.
- Safety positions, such as police officers, dispatchers.
- Housing or other similar positions.
- Teaching and research faculty that must teach face-to-face and fulfill office hour requirements or conduct research at labs on campus.
- Positions that require face-to-face contact to support students or employees, or other campus operations, for example clinical roles.
- Positions identified in a Collective Bargaining Unit that require a campus presence.

**Time in Position:**

- So that employees can orient, onboard, and acclimatize to UCF, employees must work at least six months on campus before being approved for any type of ongoing remote work arrangement. This requirement may be waived at the Provost/VP level.
- This does not include periodic requests that the DDDH, designee, and/or supervisor deems appropriate to approve.

**Work Standards and Performance:**

- Employees who are not meeting performance and professional standards based upon the DDDH, designee and/or supervisor’s judgement are not eligible for any type of ongoing remote work arrangement. This does not include periodic requests that the DDDH, designee and/or supervisor chooses to approve.
- Employees may have their remote work agreement revoked at any time if their performance does not meet expectations.
- The DDDH, designee and/or supervisor will regularly evaluate and provide feedback on the employee’s job performance as defined in the employee’s position description and performance plan.

**Approved Work Locations:**

Remote work locations must meet minimum standards and requirements to be approved for remote work requests. These standards/requirements include:

- Acceptable work locations: Employees must reside and work in the state of Florida. Exception requests for out-of-state working arrangements must be approved by the Provost or appropriate VP.
- Notification: Employees who move out of the state of Florida must notify UCF immediately. Such move can impact the employee’s employment status, up to and
including separation from their role at UCF.

- **Safety:** Employees must verify that the remote workplace meets the safety checklist requirements listed on the Remote Work Request Form.
- **Workspace:** Employees must have a designated, quiet, distraction-free space available to perform work in a productive environment with an appropriate internet connection.

**Length of Agreement:**

- A remote work agreement can be approved for up to one year. At that time, the agreement must be evaluated and re-approved to continue, including the completion of required remote work training.
- The employee or department may, at its discretion, implement, continue, discontinue, or modify remote work arrangements at any time. Employees should, however, be given a two-week notice prior to changing their remote work schedule or discontinuing a remote work arrangement, unless an emergency arises.

**Compensation and Benefits:**

- All pay/salary rates, leave/retirement benefits, and travel reimbursements will remain as if the employee performed all work at the employee’s established central work location.
- The normal work week of 40 hours shall be observed.
- No remote schedule shall be approved requiring more than 40 hours of actual work for non-exempt employees in a workweek.
- All hours worked, regardless of work location (on-campus or at a remote workplace), are counted towards hours during the work week per the Fair Labor Standards Act (FLSA). Overtime worked by a non-exempt employee must be approved in advance by the supervisor in writing and the employee will be compensated at the normal overtime rate.
- Alternate work schedules, such as rotating shifts, compressed workweek, etc., may be developed to allow departments to provide services outside traditional hours of work or to meet employer or employee needs; however, such schedule adjustments may not result in an employee’s working fewer than their prescribed hours during a workweek or pay period, or result in regular overtime pay.
- Employees at the university work a variety of schedules and are permitted varying amounts of time for lunch depending upon their regular working schedule. Typically, a lunch break is minimally 30 minutes long and is set by the DDDH, designee, and/or supervisor. Employees working remotely must also follow break and lunch requirements.

**PROCEDURES**

- To request a remote work arrangement, employees must complete and submit the Remote Work Arrangement Request form to their DDDH or designee.
- The DDDH or designee must review the request and determine if the position is eligible for a remote work arrangement, if the employee’s performance is
satisfactory, and whether permitting the remote work will allow the department to provide high-quality services to students and employees on the campus.

- If the DDDH or designee approves the remote work arrangement, the DDDH or designee will inform the employee and provide an executed copy of the Remote Work Arrangement Request form to both the employee and the Central Human Resources office. The executed Remote Work Arrangement Request form becomes the Remote Work Agreement.
- If the request is not approved, the DDDH or designee will discuss with the employee the reasons the request was not approved.
- If a request is changed or discontinued, Human Resources must be notified and provided the updated agreement.

RELATED DOCUMENTS
Remote Working Arrangement Program Manual

CONTACTS
UCF HR Leave of Absence loaandworkcomp@ucf.edu

FORMS
Remote Work Arrangement Request Form

INITIATING AUTHORITY

POLICY APPROVAL
(For use by the Office of the President)

Policy Number: EP-20-6

President or Designee: ______________________ Date: 5/19/2021

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