



Remote Work Arrangements

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Responsible Authority	Associate Vice President and Chief Human Resources Officer
Initiating Authority	Sr. Vice President for Administration and Finance
Effective Date	5/25/2021
Date of Origin	5/18/2021

APPLICABILITY/ACCOUNTABILITY

This policy applies to all University of Central Florida faculty and staff except to the extent that it conflicts with any provisions of an applicable collective bargaining agreement.

BACKGROUND INFORMATION

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 part or all 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. Remote work arrangements are expected to be limited to one or two days per week at most. Only in rare situations will 100% remote work arrangements be approved. The decision to allow limited remote work arrangements lies with the Dean, Director, or Department Head (DDDH) or designee. Requests for remote working

arrangements beyond two days per week or for out-of-state work arrangements must be approved by the Provost or appropriate Vice President (VP).

The request for a remote work arrangement is a privilege and employees are not guaranteed the opportunity to work remotely. Work assignments are driven by a position's roles and responsibilities and the need for departments to offer services to the campus community. 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 for employees. This policy does not address flexible arrangements or flexible work requests for medical or other reasons, for flexing of work hours during a work week, or for periodic or flexible work arrangements of less than two months.

DEFINITIONS

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

Compressed Work Week. 40-hour work week compressed into fewer than five workdays.

Flextime. Fixed starting/ending times that change periodically.

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

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

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 the long-term (not to exceed one year) but should be at least two months in duration.

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.

Service Hours of Operation. Service hours may be established by departments beyond the university's business hours where services need to be provided at different times to meet the needs of the campus community (for ex., library, student services, etc.) and are the hours during which the department must be staffed.

University Business Hours. The standard business hours at UCF are 8am to 5pm Monday through Friday; however, some offices and functions may operate service hours that are different from or longer than the standard business hours of the university.

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.
- Remote 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.
- Student or employee-facing faculty, staff, and departments are expected to maintain an appropriate level of staffing at the campus work location and remote work arrangements should not reduce service levels of university departments.
- Decision-making processes regarding remote work arrangement requests must be transparent and compliant with all university regulations and policies.
- Information technology and security of data, as well as confidentiality of information, are vital considerations when reviewing a remote work arrangement.
- Adverse action against an employee for asking for a remote work arrangement is prohibited.
- 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 shared, 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 or higher 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, needs of the department (including maintaining staffing levels at the campus work location), 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 are assigned to teach face-to-face courses and/or who must 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 acclimate 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 by the Provost or appropriate Vice President.
- The six-month requirement excludes 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 judgment 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 and 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.

Additional information about remote work locations may be found in the Remote Working Arrangement Program Manual, linked below.

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. A remote work arrangement should be at least two

months long. Permission to work from a remote location on a temporary, sporadic, or task basis is not a remote work arrangement requiring a remote work agreement.

- 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. The employee may consent to a shorter notice period. If a department implements a rotation schedule involving multiple employees that is announced to employees at least two weeks in advance, that would be deemed to satisfy the two-week notice.

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 full-time work week of 40 hours shall be observed. [Pro rata if a parttime assignment.]
- No remote schedule shall be approved requiring more than 40 hours of actual work for full-time non-exempt employees in a workweek. [Pro rata if a part-time assignment.]
- 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 discuss their requests with their supervisor and submit the completed and supervisor-approved 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 or higher, and whether permitting the remote work will allow the department to continue to provide high-quality services to students and employees on the campus.
- If the DDDH or designee approves the remote work arrangement (and, if applicable, if the Provost or appropriate VP approves), 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](#)

FORMS

[Remote Work Arrangement Request Form](#)

CONTACTS

UCF HR Leave of Absence
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POLICY APPROVAL
(For use by the Office of the President)

Policy Number: EP-20-6.1

President or Designee:  Date: 5/25/21