

## COVID-19 Emergency Remote Work Procedure

**PROCEDURE ADOPTION DATE:** March 16, 2020

### APPLICABILITY/ACCOUNTABILITY

The COVID-19 Emergency Remote Work Procedure applies to university employees whose job duties may fully or partially be performed away from the regular work location. COVID-19 Emergency remote work arrangements will remain effective for the duration of the university's response to the COVID-19 pandemic under state and federal guidance or by termination under the Curtailment section of the COVID-19 Emergency Remote Work Agreement.

Department heads and designees have the discretion to approve or deny requests for remote work arrangements based on the prioritization and preservation of university and unit business needs, eligibility of the request, characteristics of the job duties, resources available to support remote work, and the supervisor's ability to provide adequate supervision for the remote employee. UCF Human Resources Leave Administration will record Emergency Remote Work Agreements and will provide support and feedback as needed.

### PROCEDURE STATEMENT

The COVID-19 Emergency Remote Work Procedure provides for expedited approval for university employees to temporarily work remotely due to the COVID-19 pandemic. The procedure provides for departmental-level approval of emergency remote work arrangements to achieve the university's objective to increase social distancing for employees.

### DEFINITIONS

**Emergency remote work** refers to temporary arrangements for employees to perform some or all of their job duties away from the regular work location due to the COVID-19 pandemic. In cases where only some of the employee's work duties may be completed remotely, an emergency remote arrangement may include:

- Use of accrued sick or annual leave time for hours not worked.
- A modified work schedule that combines remote work hours with hours worked at the regular location so that the employee can perform any duties necessary to be completed on site.
- A combination of the options above.

**Eligibility.** Due to the COVID-19 pandemic and the university's objective to increase social distancing for employees, supervisors are encouraged to consider what job duties each employee may be able to complete remotely. Employees who may perform some or all of their job duties remotely are eligible for an emergency remote work arrangement with supervisor approval.

### PROCEDURE

1. Supervisors and employees should discuss whether the employee's job duties can be completed remotely. If some or all job duties cannot be completed remotely, alternatives may include use of accrued sick or annual leave for time not worked or a modified schedule that reduces or changes the hours worked at the regular location. It may be possible to utilize a combination of remote work, accrued leave time, and schedule modification. Supervisors should work with the employee to establish an appropriate schedule, including any necessary use of sick or annual leave.
2. If eligibility for an emergency remote work arrangement is confirmed, the employee and supervisor should complete the COVID-19 Emergency Remote Work Agreement Form and then forward to the appropriate department head or designee for approval. Acknowledgements may be provided via digital or physical signature or via email confirmation of approval.
3. The department head, designee, or department HR Liaison should forward the signed request form to UCF Human Resources, Leave Administration ([loandworkcomp@ucf.edu](mailto:loandworkcomp@ucf.edu)). *Remote work may begin immediately.*

4. UCF Human Resources Leave Administration will receive all form submissions and record the agreement. Feedback will only be provided regarding any questions or concerns. *Remote work may begin upon form submission and does not require prior HR review.*

#### **SECURITY OF DATA**

The employee will apply approved safeguards to protect UCF data from unauthorized disclosure or damage and will comply with UCF Policy 2-100.3, *Florida Public Records Act – Scope and Compliance*. Work performed at the remote work location is considered official UCF business. All records, papers, and correspondence must be safeguarded for their return to the official location. Release or destruction of any records should only be done at the official location according to statute and regulation. Computerized files are considered official records and shall be similarly protected. See UCF Policy, 4-008, *Data Classification and Protection*.

#### **LIABILITY**

UCF will not be liable for damage to the employee's property or changes in taxation requirements that results from participation in the remote work arrangement.

#### **CURTAILMENT OF THE AGREEMENT**

The employee may terminate participation in the COVID-19 Emergency Remote Arrangement at any time. The university reserves the right to terminate this remote work Agreement or adjust the remote work schedule at any time. The employee agrees to limit performance of officially assigned duties to the official work location or to the UCF approved remote work location to the extent possible. Failure to comply with this provision may result in termination of the remote work Agreement and/or other appropriate disciplinary action.

# COVID-19 Emergency Remote Work Agreement

<b>Employee Name:</b>	<b>Supervisor Name:</b>
<b>Employee ID:</b>	<b>Employee Classification:</b> <input type="checkbox"/> A&P <input type="checkbox"/> USPS <input type="checkbox"/> Faculty <input type="checkbox"/> OPS <input type="checkbox"/> Other _____
<b>Division/College:</b>	<b>Department:</b>
<b>Current Position Title:</b>	<b>Official Work Location:</b>
<b>Remote Location:</b>	

<b>To be Completed by Supervisor:</b>	<b>Y/N</b>
Job duties can be performed fully or partially remotely.	
Supervisor has discussed with the employee what job duties are to be performed remotely and planned for any duties that must be performed on site.	
<b>Estimation of Anticipated Hours per Week:</b> Remote Work Hours: _____ On-site Hours: _____ Leave Hours: _____	NA
Employee has appropriate remote space, equipment, telephone and internet access.	
Employee can ensure that remote work will not create an information security risk.	
Employee has demonstrated basic necessary job performance.	
Supervisor can provide adequate supervision and accountability for the remote work.	

**Signatures:** *Acknowledgement may be given via physical or electronic signature, or by email transmission.*

**Employee Acknowledgement:**

I request approval for an emergency remote work arrangement and agree to adhere to all applicable guidelines and policies. **I acknowledge that I have read, understand, and agree to abide by this COVID-19 Emergency Remote Work Procedure and Agreement.**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

**Department Head or Designee Approval:**

I approve this emergency remote work arrangement and agree to adhere to all applicable guidelines and policies. **I acknowledge that I have read, understand, and agree to abide by this COVID-19 Emergency Remote Work Procedure and Agreement and will ensure adequate supervision and accountability for my employee at all times and work locations.**

\_\_\_\_\_  
**Department Head or Designee Signature**

\_\_\_\_\_  
**Date**