



SUPERVISORS' GUIDE TO REMOTE WORK ARRANGEMENTS

When assessing an employee's eligibility to participate in a remote work arrangement, consider the following characteristics.

EMPLOYEE CHARACTERISTICS

Eligibility to participate in a remote work arrangement is conditional upon agreement from the employee that he or she will be able to establish a proper working environment and have the skills necessary to perform their tasks assigned independently. The employee:

- Must possess productive and organized work habits to successfully work independently
- Must have both strong verbal and written communication skills and open communication lines with supervisor and colleagues
- Must be able to adhere to assigned work hours and manage their own schedule
- Must comply fully with the university's attendance and time recording procedures and will accurately report and record all working hours

JOB CHARACTERISTICS

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. Some important items to consider include:

- Positions that require in-person interactions with students, visitors, customers, and fellow employees may not be suitable for remote work, or the remote work arrangement proposed allows the employee to fulfill their responsibilities with regard to such interactions
- 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 without disrupting the productivity of the unit
- Work performed remotely should produce the output needed to successfully perform the role efficiently and effectively in a self-directed manner

ENVIRONMENTAL CHARACTERISTICS

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

- Temperature, ventilation, lighting, and noise levels are adequate for maintaining a work location
- Electrical equipment is free of recognized hazards that could cause physical harm and electrical system allows for grounding of electrical equipment
- Remote workplace is free of any obstructions that could restrict visibility and movement
- The university may provide equipment such as computers, laptops, tablets, printers, communication devices, and software needed to perform the employees' work assignments. The equipment must be protected against damage and unauthorized use

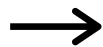


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REMOTE WORKING REQUEST PROCESS

STEP 1:

Employee makes request for remote work arrangement. A safe and productive remote work arrangement needs "yes" on all the survey/checklist questions.



STEP 2:

Supervisor reviews the request and applies the Remote Work Arrangement Program Manual, Remote Work Arrangements Policy, and Supervisors Guide to Remote Work Arrangements. Discussion may be needed using the form and any other resources.



STEP 3:

Once the form is complete, the Supervisor or employee submits the request to the appropriate channels within the unit.

STEP 4:

The Dean, Director, Department Head, or Designee approves/denies request. Exception signature only necessary for remote work greater than 2 days/16 hours per week, out of state, or new employee with under 6 months service.



STEP 5:

DDDH notifies supervisor of approval and forwards paperwork to HR.



STEP 6:

HR addresses any error or omissions, and files agreement in the Employee Record.