

Division of Student Life Alternate Work Location Guidelines (Fall and Spring Semesters)

Purpose:

These guidelines establish how the Division of Student Life (the “Division”) implements the University of Florida (“University”) Human Resource’s [Alternate Work Location Policy](#) (the “Policy”) during the Fall and Spring Semesters. These guidelines should not be utilized when all employees are required to work from an alternate work location due to weather, health conditions, et cetera.

Divisional Philosophy Regarding Alternate Work Locations:

Alternate Work Location arrangements are not guaranteed. Given roles and responsibilities, most Divisional staff are expected to work on campus full-time during Fall and Spring semesters. When staff roles and responsibilities allow for work from an alternate work location, requests for such arrangements should only be approved if it benefits both the Division and the staff, and resources can accommodate the request. The Division may adapt different guidelines for the summer semesters.

Eligibility:

Faculty or TEAMS, USPS, or OPS Staff appointed at .75 FTE or higher are eligible for Alternate Work Location arrangements; Student Employees (Undergraduate or Graduate) are not eligible. The Division also follows any eligibility rules identified in the [Policy](#).

Requesting Alternate Work Locations:

Staff requesting an alternate work location arrangement take the following steps:

- Read the Alternate Work Location [Policy](#).
- Meet with their supervisor to discuss the possibility of an alternate work location arrangement.
 - Be prepared to discuss the questions supervisors must evaluate (per the [Policy](#)) when determining if an alternate work location request should be recommended for approval.
 - These questions address, among other issues, the staff’s ability to work autonomously, the employees need for face-to-face communications, the employee’s self-discipline, and the employee’s alternate work location.
- If the supervisor recommends the approval of the staff’s request, the staff fills out the [Remote Work Location Agreement](#), submits it through the University’s Human Resources, and waits for approval from their Assistant Vice President (“AVP”) and the Vice President for Student Life.
- Staff **cannot** begin to work from an alternate work location until all necessary approvals have been received.

Supervisors assessing whether to recommend the approval of a staff's request for an alternate work location arrangement take the following steps:

- Meet with their staff to discuss the request and the details of the arrangement.
 - Evaluate the supervisory questions (found in the [Policy](#)) to determine if the staff's alternate work location request should be recommended for approval.
 - Evaluate any [additional considerations](#) related to Alternate Work Locations provided to Managers by Human Resources or found in these Divisional Guidelines.
- If a supervisor decides to recommend the staff's request for an alternate work location arrangement, supervisors bring the completed Remote Work Location Agreement to their AVP for review.
- If an AVP approves of the employee's Remote Work Location Agreement, the employee submits their request using the online HR form. The Vice President or their designee reviews and approves the request following the appropriate departmental approvals.
- Staff **cannot** begin to work from an alternate work location until all necessary approvals have been received.

Additional Division-Specific Alternate Work Location Restrictions:

In addition to the provisions of the [Policy](#), the Division has established the following additional guidelines related to Alternate Work Location arrangements.

- Full-time staff may request **a maximum of 16 hours per week across a maximum of two business days per week** to work from an alternate work location.
- Part-time staff appointed at .75 FTE or higher may request **a maximum of 8 hours per week for one working day per week** to work from an alternate work location.
- For any staff approved to work in an alternate location, the Division reserves the right to relocate those staff to an alternate office space, reclaim the staff's office space for other use, and/or use the staff's office space as shared staff space with other staff.
- Alternate Work Location Agreements are approved for a maximum of one semester at a time.
 - Requests to renew an Agreement should not be automatically granted; the steps outlined in these Guidelines must be repeated for all new requests and renewals.
- As described in the [Policy](#), Supervisors may end Alternate Work Location arrangements at any time. Specific language in the UF Policy:

University of Florida supervisors are not obligated to provide this arrangement, and the University of Florida has the right to refuse to make working at a remote location available to any employee and/or to terminate the arrangement at any time—regardless of whether the request meets the established criteria. Assignment of a remote work location is not a benefit, term, or condition of employment.

Division Remote Work Moratorium:

Given the number of All Team events requiring the assistance of all Divisional staff held at the beginning of the fall and spring semesters, staff are expected to be available and present on campus at these times. Therefore, unless there are significant reasons for an exception, Alternate Work Location arrangements must not include the following times of the year:

- **Fall Semester:** Monday on the week prior to the start of the first day of classes through September 13.
- **Spring Semester:** Two business days prior to the first day of classes through Friday of the second week of classes.

Enforcement and Employee Discipline:

As described in the [Policy](#), Failure to comply with this policy or failure to secure the appropriate approvals for Remote Work could result in disciplinary action, up to and including termination.

Exemptions:

Requests for exemptions to these Division guidelines may be made directly to the Vice President for Student Life's designee for HR matters, Kathy Chambers (kathy123@ufl.edu). Exemptions will be granted only in exceptional circumstances.

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