



OFFICIAL POLICY

Subject/Title: Remote Work Policy
Policy Number: FPU- 6.0730P
<input checked="" type="checkbox"/> New <input type="checkbox"/> Revised <input type="checkbox"/> Technical Revisions Only <input type="checkbox"/> Emergency Policy
Date First Adopted: December 17, 2021
Date Revised:
Responsible Division/Department: Office of the President
Initiating Authority: General Counsel

A. APPLICABILITY & PURPOSE

The purpose of this Policy is to establish parameters when an employee is telecommuting/working remotely ("working remotely"). This policy is written in accordance with Florida Statutes.

B. STATEMENT OF POLICY

It is the policy of Florida Polytechnic University that an employee must receive prior authorization from their department-level supervisor, as designated by the President/Vice President for that department/division, before working remotely. If the employee will be working remotely on a sporadic or temporary short-term basis (15 calendar days or less) the department-level supervisor must preapprove. If the employee will be working remotely on an ongoing or longer-term basis, both the department-level supervisor and the President/Vice-President responsible for that department must preapprove the arrangement in writing and provide a signed copy of the Remote Work Authorization Form to Human Resources.

1. Working remotely is a privilege, not a right. The employee’s department-level supervisor will determine:
 - (a) Whether the employee is a good candidate for remote work;
 - (b) Whether the nature of work is suitable for performance at a remote site, and;
 - (c) Whether the proposed arrangement will be fair to other department employees and in the best interest of the department and university.
2. Permission to work remotely is not a contract to guarantee employment or to allow remote work for any specific duration. The University may require the employee to return to work at their assigned work site on University premises at any time and for any lawful reason.

C. PROCEDURES

The following apply when an employee is working remotely:

1. **Time and Attendance:** While working remotely, the employee will continue to work the number of hours in the employee’s standard workweek, as described in FPU- 6.003 Hours of Work and Overtime, unless on approved leave. In accordance with University procedures, the employee will obtain supervisory approval before taking leave during the time the employee is working remotely.

Hourly employees permitted to work remotely will record time and attendance as if they were performing work on University premises. Non-exempt employees must still receive their supervisor’s approval prior to working any overtime. Such employees

will receive overtime to the same extent as if they were working on University premises.

If a non-exempt employee works overtime without obtaining the supervisor's preapproval for such work, the employee will still be paid for all hours worked but may be subject to discipline and loss of remote work privileges.

2. **Equipment:** The supervisor and the employee will agree upon the equipment to be used for remote work. The employee is responsible for protecting the University equipment against damage and unauthorized use. The University is not responsible for employee-owned equipment used while working remotely.

The employee is responsible for following all Property procedures and Information Technology and computing policies of the University, and the employee has no expectation of privacy on any University equipment or services.

3. **Costs:** The employee working remotely is solely responsible for any operating costs, maintenance, or any other incidental costs such as cellular/data use, internet, or utilities associated with the remote work location. The employee may still claim reimbursement for authorized expenses incurred while conducting official business for the University in the same manner they would if they were working on University premises.
4. **Liability:** The University is not liable for any damage to the employee's property resulting from working remotely.
5. **Work Assignments:** An employee working remotely is responsible for fulfilling all aspects of the job while working remotely, including timely completion of work, responsiveness and availability during working hours. The employee is expected to attend in-person meetings or other on-site events at the University premises or elsewhere when required by the supervisor or the needs of the University.
6. **Performance Evaluation:** The employee's performance will be evaluated according to the same standards as if the employee was working on University premises and in accordance with the evaluation procedures outlined in the University policies. If the employee's performance is deficient, the employee may be subject to discipline, up to and including loss of remote working privileges and termination.
7. **Records:** An employee working remotely must apply safeguards to protect University records, electronic or otherwise, from unauthorized disclosure or damage. Employees must continue to follow the requirements of FPU-11.0014P Use of IT Resources when Remote, by utilizing secure connections (e.g. VPN) for connecting to the University's resources and network. All records, papers and correspondence must be safeguarded for their eventual return to the University office, stored electronically via the secured University network, and available for public record purposes, including any public records created on personal devices outside of the University network while working remotely.
8. **Disability Accommodations:** In certain circumstances, remote work may be permitted as a reasonable accommodation. In such instances, the agreement for the accommodation may conflict with this Policy. The terms of the approved disability accommodation supersede any contrary provision contained in this Policy.
9. **FMLA:** An employee requesting to work remotely for medical reasons and/or parental leave is required to contact Human Resources to determine eligibility for FMLA coverage. FMLA medical certification will be used to determine eligibility for working remotely.

10. **Leave:** Remote work shall not be substituted for leave under any circumstance. The employee must follow regular Attendance and Leave requirements as outlined in the Attendance and Leave regulations, policies and procedures.
11. **Outside Employment:** All employees are responsible for complying with University guidelines, regulations, policies and procedures pertaining to outside employment and activities (FPU-6.008 Outside Employment and Outside Activities). Employees working remotely may not engage in any outside employment or activities during scheduled work hours while working remotely. Annual leave must be requested and approved prior to engaging in any previously-approved outside employment or activities during scheduled work hours.
12. **Residency:** Employees whose assigned work location is in Florida must maintain their Florida residency while working remotely. Employees whose assigned work location is outside Florida must maintain their residency in the state of their assigned work location while working remotely.
13. **Safety of Remote Work Location:** The employee is responsible for ensuring that the agreed upon remote work location is ergonomically sound, safe and secure. Prior permission from the supervisor is required if the employee will be working at any location other than the agreed upon work location or University premises. Environmental Health and Safety can provide guidelines for proper home office workstation set-up.
14. **Conducting Business:** At all times during remote work, the employee must maintain the appropriate level of professional demeanor and represent the University with respect and dignity.

The employee must be responsive and accessible during normal business hours utilizing tools such as Teams, Webex, and Jabber to connect and collaborate with colleagues and to return calls to any voice messages received in a timely manner. University phone lines should not be forwarded to the employee's personal phone.

The employee is not to conduct in-person, "face-to-face" University business at the remote work location with anyone external to the University. Conducting face-to-face University business with internal personnel at the remote work location requires prior approval by the supervisor and should be on a limited basis.
15. **Attendance and Leave:** The supervisor must approve any changes to the employee's work schedule in advance. Regular attendance and leave protocols must be followed as outlined in the attendance and leave regulations, policies and procedures as well as regular department protocol.
16. **Non-Conflicting Activities:** The employee must ensure that there are no conditions or activities in the remote work location that will negatively impact the employee's ability to responsively perform University business at the remote work location. Such conditions might include, but not limited to, child or dependent adult care responsibilities, contract or service work scheduled at the location, and other distracting activities in the remote work environment. It is the employee's responsibility to take steps sufficient to prevent any such activities or responsibilities that might impair the conduct of University business when working remotely.

17. **Workers' Compensation**: During the hours the employee is working remotely at the agreed upon location, the employee is covered by Workers' Compensation.

POLICY APPROVAL	
Policy No.: FPU-6.0730P _____	Date _____
Initiating Authority _____	Date _____
Policies Committee Chair _____	Date _____
President _____	Date _____
Approved by Florida Polytechnic University BOT, if required	Date _____
EXECUTED SIGNATURE PAGES ARE AVAILABLE IN THE OFFICE OF THE GENERAL COUNSEL	