

Employee Expectations – Temporary Teleworking Arrangement

As of: March 17, 2020

Due to the Coronavirus pandemic (i.e., COVID-19), and in an effort to promote social distancing as recommended by health officials and experts, the University will permit certain employees to telework on a temporary basis, beginning March 17, 2020 and continuing until further notice, as follows:

- 1) Employees will be notified by their supervisor whether their position permits temporary teleworking to complete job responsibilities for all or a portion of their schedule. If not, they are expected to be physically present in the workplace. Employees must confirm with their supervisor whether and to what extent they are able to telework. Employees who have any questions regarding why their position has or has not been identified for temporary teleworking should discuss those questions with their supervisor.
- 2) If you and your supervisor have agreed to a **telework arrangement**, you will be expected to:
 - a. Respond to your supervisor with your planned teleworking schedule.
 - b. Work with your supervisor to identify job responsibilities/duties to be completed remotely.
 - c. Ensure you have the proper resources and supplies to effectively telework.
 - d. Forward the calls from your University extension to your phone, and be available for communication during normally scheduled work hours, and work with your supervisor to ensure communication methods are in place (WebEx, Skype, Teams, phone, email, etc.).
 - e. Safeguard University resources and protect the confidentiality of University data at all times.
 - f. Ensure proper ergonomics in your remote workspace. Make certain you set aside an area that is both conducive to maintaining good posture and workplace habits.
 - g. Notify your supervisor if you plan to work on campus for any reason. Both supervisor and employee are responsible for managing good communication regarding job duties, time off, projects, deadlines, etc.
 - h. Follow normal leave procedures, if the need arises (flex schedules, time off for situations re: employee illness, childcare arrangements, care for family members, etc.).
 - i. Update your contact and emergency contact information in Workday.
 - j. Utilize the University's Employee Assistance Program at 1-844-208-7067, or online at [New Horizons EAP](#), as needed.
 - k. Non-exempt employees should continue to document their hours worked as per normal procedures. Pre-approval for overtime must be obtained by your supervisor, as applicable.
 - l. Continue to comply with all applicable laws and University regulations, policies and procedures.



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- m. While working at telecommuting sites, you are covered by workers' compensation. The University will not be responsible for operating, maintenance, or other incidental costs associated with the use of your home- or other location- as a telecommuting site. The University will not reimburse you for personal cell phone charges.
- n. If you were assigned a University-issued laptop, you should use it to conduct University business. However, if you use your personal computer, you are responsible for ensuring that all information is maintained in accordance with the Florida Public Records Law. Should you need assistance signing in to Office 365, Sharepoint or other resources, please contact IT at 863-874-8888.
- o. Secured, remote access to files stored on cloud-based applications is achieved using your internet and University login credentials. Only those files stored on drives that have not been uploaded to the cloud will require VPN access. To access VPN, click the [link](#).
- p. This telecommuting arrangement may be terminated in writing at any time, either by the employee, management, or other official directive.
- q. Check the University's Coronavirus Information webpage for updates regarding continued measures the University is taking to prevent the spread of COVID-19.

I have read the “Employee Expectations – Temporary Teleworking Arrangement” document and agree to the arrangement and elect to telework temporarily and will comply with the provisions set out above.

Employee Signature: _____

Print name: _____

Manager's Signature: _____

Print name: _____