

Remote Work Location Agreement



This agreement is intended to ensure that both the supervisor and the employee have a clear, shared understanding of the employee's remote work location arrangement. When considering whether it is appropriate for an employee to work at a remote location, it is important to consider and answer "yes" to the questions below. Each arrangement is unique depending on the needs of the position, supervisor, and employee. This form may be adapted to meet the needs of the college/unit as necessary. As a part of UFHR's Strategic Commitment, the remote work location agreement is designed to achieve preeminence through people by supporting a forward-thinking work culture.

Academic Personnel, TEAMS, USPS, and OPS employees are eligible to work at a remote location immediately upon hire. University of Florida supervisors are not obligated to provide this arrangement and the university 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.

- 1. From a supervisory perspective, is the employee a good choice for working at a remote location given their ability to work autonomously, need for face-to-face communication, ability to control and schedule workflow, reliability concerning work hours, self-discipline regarding work, etc.?** University of Florida supervisors are not obligated to provide this arrangement and the university has the right to refuse to assign a remote location to any employee and/or to terminate the arrangement at any time—regardless of whether the request meets the criteria established by the Remote Work Location Policy.
- 2. Will the working arrangement mutually benefit both the college/unit and the employee?** Eligibility is contingent upon the employee's current position description and classification or assigned job duties.
- 3. From a supervisory perspective, are you able to describe key performance indicators or measurable deliverables by the employee?**
- 4. Will the employee work remotely within the state of Florida?**
- 5. If working outside the state of Florida or internationally, does the university have a work agreement or partnership with the other state or country?** Due to different employment and taxation laws, the supervisor and employee must consult with UF Payroll & Tax Services for remote work outside the state of Florida. For international remote work, UF Human Resources must be consulted to determine the best approach for hiring and compensation. Employees are responsible for addressing and resolving any tax-related questions about their ability to deduct expenses related to working remotely.
- 6. Have you agreed upon a work schedule—either full-or part-time—and desired outcomes that will be followed by the employee?** If nonexempt, the employee also must understand that they are NOT allowed to work overtime without prior management approval in writing. For overtime eligible employees, certain activities, such as travel to and from required meetings that occur during scheduled work time, are included as hours worked.

- 7. Does the employee have adequate dedicated space at the remote work location to allow and support privacy and confidentiality of work-related activities?** The employee may not hold any face-to-face client or business meetings at the remote work location. All such official meetings must be held at the employee's primary University of Florida work location. Additionally, approval from the Office of Sponsored Research is required before conducting research at a remote work location. Any work completed while working remotely remains subject to the University of Florida and other applicable regulations including the Florida Public Records Law.
- 8. Does the employee have adequate internet service/access to complete job duties including video conferencing connectivity for meetings?**
- 9. Have you discussed and decided whether the employee or the university will supply all necessary computer equipment, including software?** Reasonable steps must be taken to ensure that University property is used in compliance with UF-1.0102 Policies on Information Technology and Security. This includes complying with all software licensing agreements. Sensitive data cannot be placed on a personal computer or device but instead must be accessed via secure remote access technology. In most cases, employees are expected to cover the cost of their telephone and internet service/access as part of their normal household expenses.
- 10. Has the employee agreed to practice the same safety habits in the designated remote work location as they would in their office on University of Florida premises and to report any changes that would affect their general health and safety?**
- 11. Has the employee been advised that the university has the right to inspect the remote work location during normal working hours, with 24-hour prior notice, to ensure that the equipment and remote work location are being properly maintained?**
- 12. As applicable, has the employee agreed not to provide personal care for a child or dependent adult during scheduled work hours, and arranged to ensure care is provided as needed? In the case of medical hardship due to the employee's spouse, parent, or child having a serious health condition, is management satisfied that the employee's productivity will be maintained based on any needed arrangements?** In the case of an employee's medical hardship, if the hardship is due to an ADA recognized disability, the employee must submit a completed Reasonable Accommodation Request Form to the Office of ADA Compliance 30 days in advance. An exception that allows children in the remote workplace is currently in place through August 2020.
- 13. Have you and the employee reviewed "Tips for Employees Working Remotely" found at: <https://hr.ufl.edu/forms-policies/policies-managers/alternate-work-location/tips-for-employees-working-remotely/>**
- 14. Have you and the employee completed a "Remote Work Location Agreement"?**
- 15. Has final approval been received in writing from the appropriate Dean/Director and/or Vice President?**

Remote Work Location Agreement



The practice of working at an approved remote location instead of physically traveling to a central workplace is a work alternative that University of Florida supervisors may offer to employees when such requests meet the eligibility criteria established by the University of Florida’s Remote Work Location Policy and when such working arrangements would benefit both the organization and employee, resources can accommodate the request, and supervisory discretion allows for the employee to work at a remote location.

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An employee who chooses to work at an approved remote location has the right to return to their former in-office work patterns at any time upon providing 14 calendar days’ notice or to exercise their rights under applicable Family and Medical Leave Act or University of Florida leave policies.

Employee Information – Agrees to all conditions described in the University of Florida’s Remote Work Location Policy found at <https://hr.ufl.edu/forms-policies/policies-managers/alternate-work-location/>.

Employee’s Full Name:	
Employee’s UFID:	
Classification:	<input type="checkbox"/> Academic Personnel <input type="checkbox"/> TEAMS <input type="checkbox"/> USPS <input type="checkbox"/> OPS
College or Unit:	
Department:	
Position Title:	
Position Number:	
Employee’s PO Box:	
Employee’s Campus Phone Number:	
Address of Remote Work Location:	
City:	
State:	
Zip Code:	
Remote Work Location Telephone Number:	
Name of Supervisor:	

This request to work at a remote location falls under the (check one):

- Medical Hardship Provision Required Telecommuting Program Voluntary Telecommuting Program

Please identify the date(s) of any previous remote work location arrangements at the University of Florida:

Remote Work Information - Below are the conditions for working at a remote location agreed upon by the employee, their supervisor, and the appropriate Dean or Director, and/or Vice President. Please complete.

In the case of a work-related injury, the employee agrees to report the injury immediately to the UF Workers' Compensation Office, (352) 392-4940, to get instructions for obtaining medical treatment and complete the required documentation. When the remote location is in the home, workers' compensation does not cover injuries that are not job related. Employees who work out of state or out of the country in one location for more than 30 days need workers' compensation coverage specific to that location.

Specific Work Schedule: Days per week for total number of hours (If necessary, report to primary UF work location within reasonable time frame)	<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> R <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> U Total hours per week: <input type="text"/>
Work Plan Description (include position description):	
Specific description of dedicated workspace:	
Time Period (start and end dates): Annual renewal, OPS agreements must be renewed every 6 months	Start Date: <input type="text"/> End Date: <input type="text"/>
List equipment to be furnished by the university for use in the remote work location (include property decals where appropriate):	
List all additional equipment, supplies, and services that will be furnished by the employee:	
List the arrangement agreed upon for handling telephone calls made by the employee working at the alternate location:	
List the arrangement agreed upon for providing Internet access by the employee working at the remote location:	
List the arrangement agreed upon for providing personal care for a child or dependent adult during scheduled work hours:	
The employee agrees to obtain their messages from the department at least how many times a day:	
Additional conditions agreed upon by the employee and supervisor are as follows (when coworkers may have access to the employee, when telephone calls may be expected, etc.):	
Working fewer hours than FTE, remaining hours will be covered by: Leave, Leave without Pay, Work at the official university work location, or Not applicable (Appropriate supervisor must approve any changes to schedule in advance)	

The information I have provided in this agreement is accurate and true to the best of my knowledge and will be followed under the direction of my supervisor. I understand that if any information changes, it is my continuing duty to inform my supervisor and initiate the completion of an updated agreement.

I agree that, among other things, I am responsible for establishing specific work hours during which I may be reached directly; furnishing and maintaining my remote work location in a safe manner; receiving permission to leave my remote work location from my supervisor during my scheduled work hours; reporting to primary UF work location within a reasonable time frame; employing appropriate security measures; and protecting university assets, information, confidential materials, and systems.

I further understand and agree that working at a remote location is voluntary, inherently temporary, and that the University of Florida may at any time terminate the agreement without any period of notice. I hereby confirm that I have no right expectancy or property interest that any new offer regarding a remote work location or telecommuting will be made or that the agreement will continue. I also agree to hold the state harmless against any and all claims, excluding workers' compensation claims, resulting from working at a remote location.

Employee's Signature

Date

Supervisor's Contact Information:

Supervisor's Name

Phone Number

Email Address

Approval Signatures:

Supervisor (Please Print)

Supervisor's Signature

Date

Dean or Director (Please Print)

Dean or Director's Signature

Date

Appropriate Vice President (Please Print)

Appropriate Vice President's Signature

Date

Please send completed and signed agreements to UFHR Classification & Compensation via email at: compensation@ufl.edu. For any questions, contact UFHR Classification & Compensation at (352) 273-2842.