

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

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|------------------|----------------------------------|----------------------------|
| Procedure Title: | Flexible Remote Work Arrangement | <u>Number</u><br>104       |
| Related Policy:  | 6Hx20-4.029 Employment           | <u>Page</u><br>Page 1 of 4 |

**I. Purpose**

The purpose of this procedure is to define a Flexible Remote Work Arrangement (also known as working remotely) and the guidelines and rules under which it may be granted and administered.

**II. When Remotely Working Might Be Appropriate**

The College does not allow employees to work from home as part of a regular work schedule, but permission may be granted for a limited time on a case-by-case basis. Permission will not be granted for convenience only. To be eligible for consideration, an employee must be unable to come to campus to perform their duties due to some temporary, uncontrollable circumstance such as recovery from illness, recovery from surgery, childbirth, or serious illness of an immediate family member. In such cases, a request should be made to your immediate supervisor, who will forward the request up the chain of command to the President. The President is the only person with the authority to grant a request to work from home. The criteria to be considered include but are not limited to the following when approving work from home.

- A. Can the employee's duties be performed remotely? This is not possible for some positions, such as maintenance workers and employees who provide customer service to people on campus.
- B. Does the employee have the resources at home to work remotely? Secure internet access and other resources must be available.
- C. Does the College have an immediate need for some task(s) to be accomplished, or can it wait for the employee to return?

Based on factors such as these, the President will determine if temporary permission to work from home will be granted. Permission may be granted for full workdays or partial workdays for limited purposes.

**III. Work Schedule and Conditions**

- A. Employees with an approved Flexible Remote Work Arrangement will adhere to regular College operational hours and lunch breaks while not on site (unless approved otherwise by the President).
- B. The College must be appropriately staffed to pursue its mission effectively. Any time spent traveling to an assigned on-site location on days the employee is expected to be on campus is considered part of an employee's regular commute and is not compensable nor reimbursable.

- C. Employees are expected to request time off through Workday if the employee will be unavailable during established operational hours. Flexible Remote Work is not a substitute for the use of sick/personal/annual leave. Leave should be taken to perform household tasks, attend doctor visits, run errands, etc.
- D. Remote employees are expected to establish an area with limited distractions during the hours the employee works.

#### **IV. Workspace, Equipment, Data, and Security**

- A. The College is not responsible for the cost associated with working remotely, such as electrical, internet, voice/data line, computer hardware, heating, air conditioning, etc., of the employee's established remote work site. The workspace must allow the employee to perform job functions safely and uninterrupted for the entirety of the workday. Access to high-speed internet and a phone are essential to any position on a Flexible Remote Work Arrangement. Workspaces should have a level of professionalism; if expected to be in a meeting with video, the use of a background is recommended, and the employee will appear in appropriate professional attire.
- B. The College can provide College-issued resources necessary to perform job functions. However, the employee will be responsible for setting it up at the approved remote location. The IT department will maintain, service, and repair the College-issued resources during the Flexible Remote Work Arrangement, either virtually or in person, with the employee returning the equipment to campus. Employees will be responsible for protecting all equipment from damage, theft, and unauthorized use.
- C. If VPN is required for job functions, it can be requested through the IT department with the approval of the supervisor and appropriate Vice President. It can only be installed on College-issued equipment.
- D. Data security must always be a top priority if on Flexible Remote Work Arrangement. Employees are expected to lock their screens and use a password to log in. Employees must agree to follow all College security procedures to ensure data confidentiality and security.
- E. ADA accommodations are separate from the Flexible Remote Work Arrangement. Requests for accommodations are to be made through the ADA Office.

#### **V. Procedures for Establishing & Terminating the Flexible Remote Work Arrangement**

- A. Requests to work from home should provide enough information for it to be fully considered, such as:
  1. What are the circumstances that make working from home necessary?
  2. For what period of time is permission needed?
  3. What specific job tasks will be performed at home?
  4. Are those tasks critical or of an urgent nature?
  5. Does the employee have the means by which to work from home?
  6. What hours of each workday will be spent working from home?

**B. Modifying The Flexible Remote Work Arrangement**

Once implemented, the employee may only modify the Flexible Remote Work Arrangement with the approval of their supervisory chain of command with final approval by the College President. Any modification will be specified in writing.

**C. Terminating The Flexible Remote Work Arrangement**

After consulting with their chain of command through the College President, a supervisor may terminate the arrangement if the employee is not performing their job functions as expected. If the Remote Work Arrangement is to be terminated, the supervisor will make every effort to provide employees with at least two weeks prior written notice.

**VI. Expectations, Accountability, and Productivity**

- A. Employees working remotely will be held to the same expectations for performance and productivity as if they were working on-campus and must be easily accessible and responsive to students, colleagues, employees, and other constituents. Employees should not conduct other business around the home during business hours.
- B. Supervisors are responsible for communicating specific, performance-based criteria and obtaining the appropriate performance documentation from the employee. Employees working remotely must document the work accomplished daily via a task list and submit it to their supervisor at the end of each work week.
- C. If an employee loses electrical power or internet/phone connectivity at their alternate worksite, the employee must inform their supervisor if the connection is not restored within thirty (30) minutes. If connectivity is expected to be lost for an undetermined period of time, the supervisor may require the employee to return to an assigned campus for the remainder of a workday or until electrical power or internet/phone connectivity is restored or take leave. If continued unreliable connectivity patterns occur, the supervisor, with the approval of the President, may suspend or discontinue the Remote Policy indefinitely.

**VII. Benefits, Applicable Employee Laws, Liability**

- A. Employees working under the Flexible Remote Work Arrangement will be entitled to the same College benefits as similarly situated College employees working on campus.
- B. The Flexible Remote Work Arrangement is not a part of the College's employee benefits package or a right.
- C. All Flexible Remote Work Arrangements are subject to applicable employment laws, including the Fair Labor Standards Act, Florida state employment law, and the Florida Workers' Compensation law. Remote Work Arrangements are not permitted outside the State of Florida.
- D. The College has insurance coverage to protect property. This insurance will not cover personal property used at home. It will only cover College-issued equipment brought to a defined alternate work site if it has been listed with Property Control and Information Technology.

Responsible Official: Director of Human Resources

President's Signature:

Date: 1/17/2023

A handwritten signature in blue ink, appearing to read "E. J. Meadows".