

UFIT Flexible Work Arrangements - Employee and Manager Guidelines

UFIT recognizes the growing demands on employees and the increasing challenge of finding new and better ways to provide service and meet the university goals. UFIT supports flexible work arrangements (FWA) as part of UF's Alternate Work Location and Flexibility in the Workplace Policies. Workplace flexibility provides a way to successfully manage people, time, space, and workload to optimize and improve operations and efficiencies while providing workforce predictability and stability. UFIT employees can request flexible work arrangements if their current job position is eligible. Employees and supervisors should discuss if a position lends itself to flexible work. Managers should evaluate what positions on their teams are eligible for and benefit from FWAs.

General

- Read UF's [Flexibility in the Workplace Policy](#) and [Alternate Work Location Policy](#).
- Supervisors should look for ways to implement flexible work in their units.
- Supervisors are encouraged to support employees pursuing undergraduate or graduate degrees via flexible work arrangements. Time spent in course work cannot be considered time worked.
- Employees will not be eligible for a new flexible work arrangement while they are on corrective action or on a performance improvement plan.
- Supervisors will evaluate how flexible work arrangements impact the team and customers.
- Flexible work arrangements must be given fair consideration regardless of the reason for the request and communications with the employee will be transparent regarding the decision-making process.
- If an employee's position or supervisor change during the approved FWA period, the FWA will be reviewed, updated, or in some instances revoked.
- Employees must comply with all UFIT Policies including the Mobile Computing and Storage Policy. See [Policies - Information Technology - University of Florida \(ufl.edu\)](#).
- Employees must utilize the video conference technologies adopted by UFIT such as Zoom when they work at an alternative location and will follow UFIT dress code while working ([Dress Code Policy - UFIT Business Center - University of Florida \(ufl.edu\)](#)).

Alternate Work Location Including a Hybrid Work Arrangement

An Alternate Work Location FWA means an employee will complete all work hours at a location other than the assigned UF facility. A Hybrid Work Arrangement means some portion of the employee's regular FTE will be completed at a location other than the assigned UF facility as part of an agreed upon schedule. *More than 40 percent of an FTE to be worked elsewhere as part of a hybrid schedule requires the appropriate vice president and UFHR's approval.* You can establish an Alternate Work Location including a Hybrid Work Agreement and an alternative schedule at the same time.

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 posed on the [UFHR Alternate Work Location Policy page](#). To establish this working arrangement, you must follow UF's policy/procedure at <https://hr.ufl.edu/forms-policies/policies-managers/alternate-work-location/>. This arrangement will be reviewed quarterly in the employee's UF Engaged check-in.

Alternative Schedules as Part of UF's Flexibility in the Workplace Policy

An alternative schedule gives an employee the flexibility to work hours that differ significantly from the standard work schedule for the position. For example, you condense a 40-hour work week into fewer than five workdays. Please note an Alternative Schedule FWA does not change how holiday time is applied. When considering whether it is appropriate for an employee to work an alternative schedule, it is important to consider and answer "yes" to the questions posed on the [UFHR Flexibility in the Workplace Policy page](#).

To establish an alternative schedule under the Flexibility in the Workplace Policy, discuss and agree on the details with your supervisor, document the agreement/decision via the UFIT Alternative Schedule tool. Notify all impacted parties (your team, customers, etc.) following your team's communication protocol. The UFIT Alternative Schedule Tool is only used when the FWA changes your standard work schedule significantly and does not include an alternate work location component. This arrangement will be reviewed quarterly in the employee's UF Engaged check-in.

Task Based Flexibility as Part of UF's Flexibility in the Workplace Policy

Task Based Flexibility provides the ability to work at a location other than your assigned UF facility and/or alter a regular work schedule for up to 10 business days to accommodate quiet time to finish a project or to facilitate uninterrupted "deep work" time. If you would like to request this type of FWA, create a plan with your supervisor, document the agreement (an email is sufficient), and notify all impacted parties (your team, customers, etc.). *You must complete UF's Alternate Work Location Agreement for any flexible arrangement lasting more than 10 consecutive business days.*

Just-In-Time Flexibility as Part of UF's Flexibility in the Workplace Policy

Just-In-Time flexibility provides the ability to work from a location other than the assigned UF facility, on occasion, to be on hand for a personal circumstance that would still allow an employee to fulfill their work duties remotely. This type of flexibility is intended to be used one instance at a time. If you would like to utilize this type of FWA, notify your supervisor via email in a timely manner and follow your team's out of office protocol. Examples of Just-In-Time flexibility can include the following:

You have an appointment in the early afternoon, and it makes sense for you to either begin your day at home or return home after the appointment to finish your workday or you had unexpected close contact with someone (e.g. household member) who is ill. Here, you plan to work from home for the day for the safety of your team.

Frequent Asked Questions

I want to work at an alternate location that is different from my assigned UF facility. What do I need to do?

Review the UF Human Resources [AWLA Policy](#), discuss your request with your supervisor, and complete the Remote Work Location Agreement Form found on the policy page.

I want to work at an alternate location that is different from my assigned UF facility and utilize an alternative schedule, such as a condensed schedule. What do I need to do?

Review the UF Human Resources [AWLA Policy](#), discuss your request with your supervisor, and complete the Remote Work Location Agreement Form found on the policy page.

How long does an Alternate Work Location Agreement (AWLA) including Hybrid Work Arrangements last?

The UFHR AWLA agreement may last up to one year from the date it begins for benefitted employees and may last up to 6 months for OPS employees. It is the responsibility of the employee to track the expiration date of the AWLA and initiate a new agreement request.

When can I submit an agreement for AWLAs, including Hybrid Work Arrangements beginning July 1, 2021?

You can submit the request for an AWLA, including Hybrid Work Arrangements now by clicking [HERE](#).

I want to work an alternative schedule at my assigned UF facility with no remote work component. What do I need to do?

Have a conversation with your supervisor to determine if an alternative schedule is appropriate for your position. If you agree that it is, use the UFIT Alternative Schedule tool to document the agreement.

What is considered “significantly different” in terms of an alternative schedule?

University of Florida official business hours are traditionally 8:00 am to 5:00 pm, Monday – Friday, with exceptions for positions that are required to work weekends or overnight shifts. A schedule is considered significantly different if it varies from the normal working hours by more than 2 hours before or after the regular beginning and ending work times or if the normal 5-day work week will be condensed to fewer than 5 days.

How long does a UFIT alternative schedule agreement last?

All UFIT alternative schedule agreements expire on June 30th of each year, regardless of when they begin. It is the responsibility of the employee to initiate a new agreement each fiscal year on or before July 1st.

When can I submit a request for a UFIT Alternative schedule?

You can submit the request for a UFIT Alternative schedule soon. We are working to make this happen prior to July 1, 2021.

Resources

- [University of Florida’s Work Schedules and Work Location Standards, Flexibility in the Workplace Policy, and Acceptable Practices and Other Considerations](#)
- [Alternate Work Location – UF Human Resources \(ufl.edu\)](#)
- [Policy and Standards - UFIT Business Center - University of Florida \(ufl.edu\)](#)
- [Policies - Information Technology - University of Florida \(ufl.edu\)](#)
- [Off-Site Certifications for Capital Assets and Attractive Property – Taking UF Devices Off Campus](#)