

Remote Work Policy

Quick Reference Guide

UWF is a dynamic and inclusive campus, and many employees play a critical role in maintaining the on-site support that sustains the University environment. At the same time, UWF acknowledges the importance of flexibility for its employees, including its remote working population. Under certain circumstances, working from an alternate location can enhance productivity and job performance. The University is committed to exploring and implementing solutions that support both on-site and remote employees, ensuring a balanced approach that meets the needs of the campus community.

What is a Remote Work Agreement? A remote work agreement is a formal document between an employer and an employee that outlines the terms and conditions for working from a location other than the traditional on-site workplace. It serves as a mutual understanding of expectations, responsibilities, and logistics for remote work arrangements.

Typically, a remote work agreement includes:

- **Work Schedule:** Defines working hours, days, and availability expectations.
- **Work Location:** Specifies the approved remote workspace, such as a home office.
- **Performance Expectations:** Outlines deliverables, productivity goals, and communication guidelines.
- **Equipment and Resources:** Details the tools or technology provided by the employer, such as laptops or software, and responsibilities for maintenance.
- **Compliance:** Ensures adherence to company policies, data security protocols, and confidentiality requirements.
- **Duration and Review:** Specifies the timeline for the arrangement and plans for periodic evaluation.

A system should be established with remote work employees to check electronic mail, chat and voice mail frequently for messages when scheduled to work. This policy does not apply to situations where employees work at home on an incidental or occasional basis for various reasons (e.g., to complete regular assignments or special projects that require concentration and fewer interruptions). These alternate work site situations can be approved by an employee's department on a case-by-case basis.

Who does this apply to? This program applies to Exempt University Work Force & Faculty employees. A Remote Work Agreement is not applicable for one-time pays, courtesy appointments, online classes, work performed by an FLSA exempt employee beyond their scheduled 40 hours, or single, isolated situations. Non-Exempt employees cannot remote work outside the state of Florida.

What is Remote Work? A temporary, flexible work arrangement under which an **employee**, intermittently or in a time-limited continuous (full-time) capacity, performs their work duties at a location other than the official worksite.

Frequency	Description	Approving Authority
1-2 Days/Week	Employee works from an approved alternate location (e.g., home) 1-2 days per week while being on-site for the remaining days.	Supervisor, Department Head, AVP Human Resources
As Needed/Ad Hoc	Employee works remotely occasionally, based on specific needs (e.g., health, project-based work) or temporary circumstances.	Supervisor, Department Head, AVP Human Resources
Hybrid Schedule	A formalized schedule blending remote and on-site work, typically determined by departmental needs and role requirements.	Supervisor, Department Head, AVP Human Resources

What is a Remote Position? Position based, not person-based. This designation is not to be used in lieu of full-time remote work. A remote work agreement is a formal document between an employer and an employee that outlines the terms and conditions for working from a location other than the traditional on-site workplace. It serves as a mutual understanding of expectations, responsibilities, and logistics for remote work arrangements. For reference on remote positions, please refer to our HR webpage on remote work arrangements and flex positions.

What are the responsibilities of the employee?

- Ensure you have a suitable, distraction-free area to work remotely, equipped with the tools and technology needed to perform your job duties effectively.
- Adhere to a regular schedule at the official worksite or participate in training sessions outside of the Remote Work Agreement when required (with reasonable notice).
- Fill out any required forms or documents related to the remote work agreement.
- Not working at other jobs, operate their own business, or provide child/dependent/elder care during their scheduled work hours.
- Review and comply with any remote work policies, including data security, confidentiality, and equipment usage.
- Communicate changes to the Remote Work Agreement in writing to the supervisor for review of ongoing agreement eligibility.

What are the responsibilities of the supervisor?

- Ensure that official Remote Work Agreement paperwork has been submitted and applicable approval received from the Human Resources Department.
- Set clear expectations for performance, communication, and work hours.
- Actively monitor and ensure that the employee is productive, adhering to the Remote Work agreement, and following all University rules, policies, and procedures.
- Provide the employee reasonable notice when their physical presence is required at the official worksite.
- Consult with the Human Resources Department to approve the justification of ending the Remote Work Agreement and determine the reasonable notice period.

For questions regarding Remote Work Agreements, please contact [Tony Lindberg](#) or [Jamie Sprague](#).