

Office of the Dean

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Date: Monday, March 16, 2020 at 5:01 PM

To: ". HHP - Staff" <hhpstaff@hhp.ufl.edu>

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Subject: Alternate Work Location - information and form

HHP Staff,

The health and safety of our faculty, staff, and students is of the utmost priority as we navigate this unprecedented time. As per Dean Reid's recent email, HHP faculty and staff are strongly encouraged to work from home (i.e., alternative location) if feasible. As such, supervisors may provide remote working options to employees whose job duties can be performed remotely without hampering operations. There may also be instances where non-essential duties and/or work schedules could be modified. The key issue at hand, however, is whether the job allows an employee to work from home and that our operations are not negatively impacted by allowing the work to occur at another location. Eligibility is contingent upon the employee's current position description and classification. Working at an approved alternate location cannot be permitted if the employee cannot perform his or her assigned duties, including his or her contact with customers, coworkers, or students.

If interested, please speak to your chair/supervisor about working from an alternative location. Additional information about working remotely can be found at:

- UF – HR – Working Remotely: <https://hr.ufl.edu/covid-19/working-remotely-during-covid-19/>
 - Additional info/guidance regarding Alternate Working Location can be found on the UF COVID-19 Updates - FAQ's website (under "Faculty & Staff"):
<http://www.ufl.edu/health-updates/frequently-asked-questions/#facultystaff>

Requests to approve an Alternate Work Location Agreement is attached (pdf). The form (valid up to May 1, 2020) can also be found at:

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<https://hr.ufl.edu/wp-content/uploads/2020/03/Alternate-Work-Location-Agreement-Abbreviated.pdf>

HHP process – after the staff member completes the form, it must be forwarded to the direct supervisor for review.

Tips for Employees working remotely:

- <https://hr.ufl.edu/covid-19/tips-for-employees-working-remotely/>

Also, from the UF FAQ's page:

- Can I work from home if I need to be there because my children are home? (updated 3/13)

We realize the announcement of public school closings will impact many of our faculty and staff. While the university continues to be open, an employee who is unable to report for or remain at work due to a family care emergency such as this may use one of the following types of time off to account for time away from work, with supervisory approval:

- Accrued vacation time off
- Accrued sick time off
- Unpaid time off

Additionally, as a reminder, the university's Alternate Work Location provision is available and may be of assistance during this time. For jobs that do not lend themselves to working from home, faculty and staff may wish to discuss options for adjusting their schedules with their supervisors.

We recognize that flexibility will not always be possible, given the complexity of our work environment and that the university is open and fully operational at this time, and this scenario presents many challenges and potential hardships. We know how challenging times like this can be, and we are here to help support you. If Human Resources can answer any questions, please contact us at humanresources@ad.ufl.edu

Thanks, Dan