

College of Liberal Arts and Sciences

Alternate Work Location Guidance for CLAS TEAMS, USPS, and OPS Staff in the COVID-19 Emergency Period

March 30, 2020

Staff administrative and technical personnel (including OPS employees and postdocs) who are able to work at a remote location are encouraged to do so. This document provides guidance for various situations that may arise for individual staff members in this period.

Staff members whose request to work at a remote location was approved by their chair/director/supervisor

Please make sure you have the following:

- A completed and approved *abbreviated/expedited* Alternate Work Location Form
- Technology in place to effectively perform your work duties
- Clear expectations of work to be performed
- A way of accounting for work performed
- Phones forwarded from office to home as needed
- Signs posted on doors providing instructions for contacting staff and a location for deliveries

As you make the transition to the remote location, be sure to lock your office, shut down your computer, and unplug items such as coffee pots and microwave ovens.

Staff whose request to work at a remote location was denied by their chair/director/supervisor

You may appeal the decision. In order to do so, you should:

- Write a statement explaining why you feel that approval should be granted.
- Send the statement to Associate Dean Margaret Fields (mfields@ufl.edu).

The Dean's Office will consider the appeal according to the following procedure:

- The chair/director will be contacted for an explanation of the rationale for denying the request.
- An ad hoc committee will make a recommendation to Dean Richardson.
- Dean Richardson will make the final decision based on the factors mentioned on the Alternate Work Location form.

Staff who are able to work at a remote location but prefer to work in their UF office

Please observe the following guidelines.

- If you are working alone
 - Remember that safety is of utmost concern.
 - Please keep your office locked if few people are in your building.

- Place a sign on the door with a telephone number.
 - Make certain you have a building entry key as well as your office key, and be sure to carry your UF ID at all times.
- If several people are working in your office, please
 - Maintain social distancing.
 - Consider rotating who comes in to the office, rearranging work schedules and using other approaches to avoid having people in close in proximity to each other.
 - If your building is open, make sure that your office is locked if few people are in your building.

Staff whose work is not transportable to remote locations

You have the option of staying home and taking sick leave or vacation leave.

- In these cases, the Chair or Director will be responsible for having duties performed by someone else.
- If the stay at home exceeds the amount of leave an employee has available, health insurance benefits may be at risk. For this reason, employees who take leave should reach out to HR Benefits to seek solutions for avoiding a lapse.

Essential Personnel

Those who must continue to work during any UF shutdown have already been identified.