

## **UF George A. Smathers Libraries Remote Work Policy**

This document describes the standards and expectations for hybrid work arrangements within the University of Florida Smathers Libraries. Remote work locations and schedules are documented and approved via UF's Remote Work Location Agreement (RWLA) form distributed by Libraries Human Resources (LHR). RWLA forms are approved by first and second level supervisors and the Dean of the University Libraries each May and August and may be altered or withdrawn if conditions of the agreement change.

Employees are eligible to work up to 40% (2 days) remotely each week, at the discretion of their department following their first 90 days of employment, unless otherwise specified in the position vacancy announcement. Remote work arrangements of greater than 40% are rare within the libraries and require approval of the Associate Deans, Dean of University Libraries and UFHR. The libraries will consult with and seek support from the Office of Academic Affairs when assessing requests for remote work arrangements of greater than 40% for faculty.

**Eligibility:** Positions eligible to work remotely have duties that can be performed seamlessly inside and outside the workplace. Positions ineligible to work remotely have a majority of duties that must be performed in person (e.g. circulation desk, repair and maintenance of facilities, onsite equipment, technology, and materials, etc.) or require regular in-person interactions that would become less efficient or effective in a remote environment.

Remote work should support team performance or morale. Remote work agreements should result in an overall benefit to both the employee and libraries and present no additional costs to the libraries, as determined by the Chair/Director and relevant Associate Dean and Dean.

### **In order to successfully work remotely, employees are expected to:**

- Remain available during normal hours, as they would in the office.
- Remain responsive to inquiries, phone calls, outreach.
- Maintain effective and timely communication.
- Manage their time efficiently and demonstrate productivity comparable to onsite work.
- Provide a suitable space and technology for their remote workdays.
- Attend planned departmental and library activities in person, even if those occur on remote work days .
- Meet deadlines, deliverables, and complete projects as efficiently as when onsite.
- Notify supervisor of absences, even when on a scheduled remote workday and record on their timesheet.

### **In order to successfully manage a hybrid team, supervisors are expected to:**

- Ensure that departmental needs are accommodated and adjust their own and employee remote work schedules as needed.
- Remain aware and continually evaluate how remote work arrangements impact the team and internal/external customers, and overall unit efficiency.
- Be present for employee onboarding until employee is adequately familiar with tasks and means of team communication.
- Ensure that remote work results in productivity comparable to onsite work and rescind or modify it if it does not.

### **Dependent Care, Sick Leave, and Isolation**

Remote workdays are not intended to be used in place of dependent care. Additionally, if an employee is too sick to perform their duties, employees should use accrued sick leave and rest or seek medical care. If an employee has a contagious condition but is able to work, they should communicate with their supervisor to discuss the possibility of working remotely to prevent the spread of illness.

### **Technology & Data Security**

The equipment and supplies needed to perform remote work are the responsibility of the employee, and not the libraries. The libraries are not responsible for expenses incurred as a result of the working remotely (including internet, electricity, phone, and other expenses). If home technology is not properly functioning on a remote workday, employees are expected to come into the office. Library Technical Services will provide virtual technical support where possible.

Remote employees should follow all UF IT Policies (<https://it.ufl.edu/it-policies/>) and take proper measures to ensure that sensitive data remains protected. This includes refraining from saving sensitive data and documents, including any Personal Identifiable Information (PII) on personal devices. Using the approved UF Gatorlink VPN service is recommended. The Gatorlink VPN service provides secure remote access to the University of Florida network and makes it appear as if your computer were physically attached to the campus network.

Remote work agreements may be modified at any time based on the needs of the unit, at the discretion of the supervisor. The libraries are enthusiastic about providing opportunities to support employee needs that do not conflict with the mission and operations of the libraries and the university.

### **Resources**

UF Policy Number 11-025 Remote Work Location - <https://policy.ufl.edu/policy/remote-work-location/>

### **History**

Published at <https://hr.uflib.ufl.edu/> April, 12, 2024

**Approved:** April 12, 2024