

Flexible Work Arrangements

It is a priority for UCF to be an employer of choice. In order to provide employees with the opportunity to work in a manner that fosters efficiency and allows for work/life balance, UCF allows flexible work arrangements when possible, as determined by UCF. While nothing replaces the value of in-person collaboration, this policy outlines various flexible work arrangements and establishes procedures, which provide flexibility while maintaining a highly productive and collaborative organization.

As an organization, UCF and the Executive Management/Lead Team are committed to and support a flexible mindset and making adjustments on a personal basis where possible. A flexible mindset empowers managers to be more permitting of employee requests for flexibility, whether individual occurrences or a long-term alternative work arrangement. It is recognized that not all flexible workplace opportunities will be available to all employees based on work requirements and eligibility. Therefore it is important that employees and supervisors engage in open dialogue to ensure understanding and clarity. When considering flexible work arrangements, UCF's business needs must be given top priority consideration.

To ensure business continuity, to facilitate communication and collaboration across the organization, and to meet UCF's business needs, UCF has core business hours of 10 a.m. to 3 p.m. During this timeframe, flexible scheduling is restricted, and all employees will be scheduled to work. Alternative/Flexible work schedules as set forth below are determined and approved at the discretion of UCF.

1. Occasional Scheduling Flexibility

For occasional and infrequent needs of workplace scheduling flexibility, there is no formal approval process required. However, the employee must request permission for such scheduling modification from the employee's direct supervisor and shall be mutually agreed upon by the employee and their direct supervisor.

Examples:

- An employee worked an event on Thursday evening and is now going to come into work later than their usual start time on Friday morning. *(It is important to note that while flexible scheduling can be used to offset excess hours, some positions by their nature may from time to time require more than 40 hours per week.)*
- An employee needs to have a home repair done that can only be scheduled during work hours and requires their presence. The employee is otherwise fully able to complete work responsibilities and therefore engages in remote work for the day in order to eliminate work disruption.
- A development officer has a mid-morning breakfast scheduled with a donor at a restaurant near their home. The employee works from home in the morning and heads straight to the breakfast meeting to avoid unnecessary time commuting and mileage expense.

2. On-Going Flexible Work Arrangements

a. Eligibility

Eligibility requirements for Flexible Work Arrangements, including a Flexible Schedule and Remote Work, include:

- Employee must have completed at least 6 months of employment with UCF and have completed the 6 month review process; any exceptions must be approved by the UCF President.
- Employee must meet or exceed performance standards, including but not limited to acceptable attendance. Employees who have been issued corrective action or who are on a performance improvement plan may not be eligible for flexible work arrangements, in UCF's discretion.
- All employees are eligible to request flexible work arrangements; however, not all positions lend themselves to flexible work. Accordingly, an employee must be in a position that allows for the requested flexible work arrangement and meets UCF's business needs without causing any deficiency to UCF, as determined by UCF in its discretion.

b. Flexible Schedule

Flexible schedules provide employees with increased flexibility to accomplish their work while allowing UCF to maintain productivity through various forms of work schedules.

1. Flextime

Flextime contemplates an individualized fixed starting and ending times.

Example:

- *Lucy works 7 to 4 M-F, or Taylor works 8 to 6 MTW and 8 to 3:30 ThF.*

2. Compressed Workweek

Compressed workweek contemplates a full-time work schedule compressed into fewer than 5 days/week or 10 days/biweekly.

Example:

- *Frank works 9 hour days for 9 days (M-F & M-Th) in two weeks, with every 10th day off (F).*

c. Remote Work

Remote work occurs when part of an employee's work is done off-site at an alternate workplace. Employees will be considered for remote work arrangements based on UCF's determination with the suitability of their jobs and an evaluation of the likelihood of their being successful remote workers.

Example:

- An employee requests to work out of the employee's home 1 day a week.

The employee's compensation, benefits, and work responsibilities will not change due to participation in remote work. The amount of time the employee is required to work per day or per pay period will not change as a result of participation in remote work. Remote work employees must comply with all UCF rules, policies, and procedures including any accidents, injuries, or illnesses that occur during remote work time.

While working remotely, caring for children or other dependents is prohibited. UCF is committed to paying for all time worked, therefore “off the clock” work is not permitted. It is the responsibility of the remote worker to:

- Maintain an up-to-date Outlook calendar and provide their supervisor with full details access;
- Remain active/online with the organization’s instant messaging system (Skype for Business);
- Be available during core hours and other scheduled work hours, and respond to all work related calls in a timely manner unless unavailable as indicated on their calendar;
- Establish and maintain a designated workspace at the alternate workplace, ensuring the same safety, ergonomic, and professional standards applicable at the employee’s regular assigned UCF workspace are met.

Mileage and/or parking costs will not be reimbursed to remote workers when they are required to attend meetings at their regular assigned UCF workplace.

When working remotely, it is the employee’s responsibility to properly safeguard documents/records from loss, damage, or unauthorized access and to prevent unauthorized access to any sensitive or confidential information and data via computer or other telecommunications. Hardcopies of certain documents such as checks cannot be removed from the office. Verify with your supervisor prior to removing hardcopy documents. When working remotely employees must comply with the UCF End User IT policy.

Employees who require FMLA/medical leave must complete the leave request process and be approved for remote work via a Transitional Work Agreement, outside of the traditional Flexible Work Request.

UCF will not be responsible for operating, maintenance, or incidental costs associated with the use of the employee’s home as the designated site for remote work.

Employees who have been approved for remote work arrangements are responsible for determining any income tax implications of maintaining a home office. UCF will not provide any tax guidance nor assume any additional tax liabilities.

3. Procedure

When an employee wishes to request to work any on-going flexible work arrangement, the employee must complete a Flexible Work Request Form and submit it to the employee’s supervisor. The supervisor will review the request and approve or deny. Flexible Work Requests must also be approved by the department Executive Management/Lead team member. All requests, whether approved or denied, are required to be submitted to Human Resources. For remote work requests, Human Resources approval is also required. Once UCF has granted a remote work request, the Human Resources department will prepare a corresponding Remote Work Agreement. Only when the Remote Work Agreement has been fully executed shall the employee begin the remote work schedule.

4. General

All flexible work arrangements, including flexible schedules and remote work are voluntary programs, unless specifically stated as a condition of employment. The ability to have a flexible work

arrangement is a privilege, not a universal benefit or employee right. UCF has the right to offer flexible work arrangements to an employee, to approve and deny requests to have a flexible work arrangement, and to terminate a flexible work arrangement at any time and for any reason in its sole discretion. UCF also has the right to limit the number of employees who it allows to work a flexible work arrangement. Employees must adjust their flexible work arrangements as needed or directed by UCF to meet business and operational needs, *e.g.*, when UCF determines that an employee's physical presence is needed to attend meetings, such as, UCF All-Staff and other key meetings or events; or when UCF determines the operational needs require an employee to be present for a specific workday(s) or the standard workweek. Flexible work arrangements will be evaluated, at minimum, on an annual basis. All employees are required to document their time whether working or utilizing paid time off, such as vacation or sick time, the same as they would for non-flexible work arrangements.