

## Physics Department Remote Work Requests

1. Staff may request an alternative work location (AWL, or remote work) arrangement that is either temporary or long-term. Temporary AWL arrangements of no more than 14 calendar days can be approved by the chair and the immediate supervisor. Longer-term requests must be approved by the college as well. They can generally be approved through the end of a calendar year, and must be renewed in each subsequent year. You may request AWL for a portion of the week, or a portion of certain days of the week, but you must have a fixed AWL schedule that remains the same each week.

AWL is not guaranteed and is always subject to approval by the immediate supervisor, the department chair, and the dean's office. Requests for long-term AWL must contain certain information and the arrangements must satisfy college, and department policies. To make sure that your request meets college requirements and also satisfies Physics policies, please read the following carefully.

2. All Physics staff requests for AWL must meet the following guidelines:

Not more than 2 days weekly of AWL. Remote Mondays will not be approved. Remote Fridays are not usually approved by the college and will require exceptional justification.

Staff who are new to the university will have to wait until the end of their TEAMS probationary period before requesting AWL.

Staff who are new to the department will have to wait at least 2 months (from start date) before requesting AWL.

The individual must be prepared to return to on-campus work during busy periods, and/or when asked to do so by a supervisor.

The AWL request form must follow the department template/guidelines shown below.

3. When ready to request an AWL, the staff member should

- Read the University of Florida Remote Work Location Policy

<https://hr.ufl.edu/forms-policies/policies-managers/alternate-work-location/>

- Discuss the request with your immediate supervisor and reach agreement on your AWL schedule. Remote days should generally be non-consecutive, and balanced against other staff AWL schedules. Be flexible in discussing your request with your supervisor.

- Discuss with Physics IT staff and obtain the UF decal number for the computer you will use

- Following the Physics Guidelines below, complete the UF AWL request form

<https://hr.ufl.edu/forms-policies/policies-managers/alternate-work-location/>

- After you have entered the information using the guidelines below, submit the form for approval.

## Physics Guidelines for Completing the AWL Request Form

### Remote Work Application

[Complete all fields.]

### **Employee Information**

[Complete all fields.]

### **Remote Location Information**

[Complete all fields.]

### **Remote Work Plan**

#### *Specific Work Schedule*

[Complete all fields, entering your planned schedule for remote work. The same schedule, with the same number of remote hours, must be followed each week. At present Physics does not plan to approve requests for *more* than 3 remote days per week.]

#### *Work Plan Description*

[Explain why you are making the request.]

#### *Specific description of dedicated workspace*

[Describe how your remote workspace will ensure confidentiality of telephone/video conversations and security of financial and personnel information.]

#### *List equipment to be furnished by ...*

[Answer as follows:]

Physics IT staff will provide and support a UF-owned desktop/laptop computer, UF decal number [insert decal number], that meets CLAS IT standards. I will allow department staff reasonable access to this equipment for maintenance, support, property tracking, etc. as needed.

#### *List all additional equipment, supplies, and services ...*

[Answer as follows:]

I will not use a personally owned computer for UF business at the AWL. I will use the UF-provided computer. I will be the only user of this computer, and I will only use it to perform UF duties.

I have sufficiently fast and reliable internet service at the AWL to perform all UF duties.

#### *List the arrangement agreed upon for handling telephone calls ...*

I will be available at the AWL by telephone and videoconference (Zoom/TEAMS) during the same work hours that I maintain on campus.

I will forward my UF work phone to the AWL, or use the Cisco Jabber service to direct my UF calls to me.

I will designate one hour during each AWL day to be available via Zoom/telephone without prior notice. I will not schedule other meetings or commitments during this time block.

*The employee agrees to obtain their messages from the department ...*

I will check email, voice, and TEAMS messages at regular intervals during working hours. Any email or call that requires or requests a response will be acknowledged before the end of the work day.

*Additional conditions agreed upon by the employee ...*

I will work with Physics IT to share my Outlook calendar with Physics faculty and staff. The calendar will show my AWL work hours and availability. I will also post my AWL schedule outside my UF office and include it in my email signature.

I have worked with my immediate supervisor to coordinate my AWL schedule with others in the department, so that department needs are met and sufficient on-campus staff are available as needed.

I understand that even with this AWL arrangement, I may need to be flexible at times and return to on-campus work when work duties require it.

If a department-wide staff meeting is scheduled, I will come to campus and attend the meeting in person.

I will provide a secure location for the UF-owned computer and any other work items or materials, and I will not allow others to access or use these materials. All such items will remain UF property.

I will not store UF files on a disk drive located at the AWL. Instead I will edit/save UF files, documents, attachments etc. only on UF Cloud, or on a UF-located machine accessed through remote desktop via the UF VPN, requiring multi-factor authentication.

I may access UF email outside of the VPN, but only with proper UF authentication.

### **Designated Approvers**

### **Acknowledgment**

[Complete these remaining entries and submit]