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## Alternate Work Location (AWL) Policy

The practice of working at an approved remote location instead of physically traveling to a central workplace is a work alternative [Jacksonville University](#) supervisors may offer to employees or employees may request. All alternate work location arrangements must meet the eligibility criteria established by the

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## General Expectations and Conditions

1. **Compliance with Policies.** Employees must agree to comply with university rules, policies, practices, and instructions and understand that violation of such may result in the termination of the remote work arrangement and/or disciplinary action, up to and including dismissal. Employees who remote work will be subject to the same policies as other employees, including policies relating to information security and data protection; see item seven (7) below.
2. **Hours of Work.** The total number of hours that AWL employees are expected to work will not change, regardless of work location. The university also expects the same level of productivity from AWL employees that is expected from employees working on-campus. AWL employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to record all hours worked in a manner designated by the university. Hours worked more than those specified in the AWL agreement will require the advance approval of the supervisor.

AWL is not intended to serve as a substitute for child or adult care. If children or adults in need of primary care are in the alternate work location during employees' work hours, the employee must make proper arrangements for dependent care.

Supervisors may require employees to report to campus as needed for work-related meetings or other events or may meet with employee in the alternate work location as needed to discuss work progress or other work-related issues.

The employee is required to turn on web camera for virtual meetings.

3. **Use of Leave.** Employees cannot use AWL in place of sick leave, Family and Medical Leave, Workers' Compensation leave, or other types of leave. However, the university may determine whether it is appropriate to offer AWL as an opportunity for partial or full return to work based on the

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criteria normally applied to decisions regarding the approval of AWL.

4. **Liability.** The university assumes no responsibility for injuries occurring in the employee's alternate work location outside the agreed upon work hours or for injuries that occur during working hours but do not arise out of and in the course of employment. The university also assumes no

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Fla. (ju.edu). Telecommuters shall keep JU confidential matters private.

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### Complaints, Grievances, or Appeals

Jacksonville University's Office of People and Culture (HR) is responsible for overseeing implementation of and assuring compliance with this policy.

An employee who disagrees with a denial of a request for an Alternate Work Location or any other action relating to this policy is encouraged to discuss the concern with their supervisor. If the discussion with the supervisor does not resolve the issue, an employee may request an informal review of an AWL decision by the Office of People and Culture (HR). Remote work decisions also may be objected under existing grievance/complaint processes.

Contact [hr@ju.edu](mailto:hr@ju.edu) with questions about the policy or to report suspected violations.

### Enforcement

Failure to comply with this policy could result in disciplinary action, up to and including termination.

### Alternate Work Location Policy Resources

- < Supervising Guide on Employee Performance Expectations (Pages 9-10)
- < AWL Employee Guide (Pages 11-12)
- < Alternate Work Location Agreement (Page 13)
- < [Request for an Alternate Work Location Form](#)



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Supervisor's Guide to Managing AWL Employee Performance

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**one-on-one discussions** during which the supervisor and employee can review completed items as well as the status of items in progress. In doing so, the supervisor should ask specific questions of the employee regarding a particular assignment or task. For example, if the employee is expected to consider a new model for implementing a program based up

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AWL Employee Guide

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**Maintain contact with the office** – Be sure to stay in touch with the office while working remotely. Try establishing a buddy system with a trusted co-worker, or an administrative support person in the office who can be called once or more a day. You will be responsible for having your web camera on when attending virtual meetings. Frequently call the office, or listen to voice mail messages, and return phone calls if you cannot forward your work phone to your home, or cell phone. Do not fall out of touch when working from AWL.

**Stick to deadlines** – While telecommuting, follow the same rules for deadlines as in the office. **Do not miss deadlines.**

**Keep your supervisor and colleagues informed** – The employee needs to keep their supervisor informed about the status of projects, progress, and challenges encountered.

**Office supplies** – Develop an understanding with family members about how office materials are used. Tell them that the office supplies are for business only. The worker may want the workspace to be off limits to other members in the household.

**Telecommuting is NOT a replacement for dependent care** – Do not assume working at home means the ability to take care of children. There is more flexibility in accommodating childcare needs, however, it is not a replacement for childcare. The same is often true when older family members can benefit from someone being home with them. The key is how much time and how many distractions occur because of this care.

These are areas that can bring the most benefit to the employee and their family, and in turn benefit the employer, but, requires the most careful thought. The needs of the workplace must be met and expectations, and the ability to do the job, fully understood.

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## Alternate Work Location Agreement

Remote work must be documented as approved through both a remote work agreement with the university and an agreement between the employee and their supervisor. These documents establish the specific conditions that apply to employees working in alternate locations. The remote work agreement must be approved by the employee's supervisor, the Senior Vice President, and the Office of People and Culture. Both agreement forms can be found in the Resources Section of the AWL policy.

A term agreement typically will be for one year, with a renewable term, but an agreement may be made for a shorter term. Renewal is not guaranteed; the remote work arrangement, employee performance and other circumstances will be considered by the supervisor in determining whether to renew the agreement.

1. **Exceptions to the Remote Work Agreement Requirement.** It is an accepted practice for teaching and research faculty, for instance, to carry out their work with varied schedules on campus and at alternate locations. Normally, a formal telecommuting agreement will not be required unless the normal work assignment is consistently at an alternate location (i.e. not the standard assigned office).

On occasion, a department may also determine that employees may need to work at alternate worksites for a short period of time to accommodate unusual circumstances, such as a brief office closing for renovations or relocation. In such cases, the formal telecommuting agreement is not required, but should be documented for department files by memorandum or email, specifying work expectations and duration.

2. **Modification or Termination of the Alternate Work Location Agreement.** The supervisor, in consultation with the Office of People and Culture, may modify or terminate the remote work agreement early (before the end of the specified term) for performance concerns, changing operational needs, or any other non-discriminatory reason. The employee may also terminate the telecommuting agreement at any time, unless it was a condition of employment. Any termination typically will be made with at least two weeks' advance notice.