

PD 1911 - Learning Remote Worker for Remote & Hybrid Work Schedules

Presented by
Human Resources
2023

Agenda

- Overview of Telework Policy
- How to Submit a Remote Worker Request
- Supervisor View
- Additional Resources

Telework Policy, APM 03-0802

- The purpose of FSCJ's Telework Procedure is to outline the process to be followed for approval of a telework assignment for administrative, professional or career employees.
- It is important to note that each employee's flexible work arrangement may be unique depending on the needs of the College, department, position, supervisor, and employee.
 - Employees are encouraged to speak with their supervisor regarding eligibility and review [APM 03-0802 – Telework](#) **prior** to submitting a Remote Worker Request.
- Only employees can submit a Remote Worker Request. Supervisors should NOT submit a request on behalf of their employee(s).

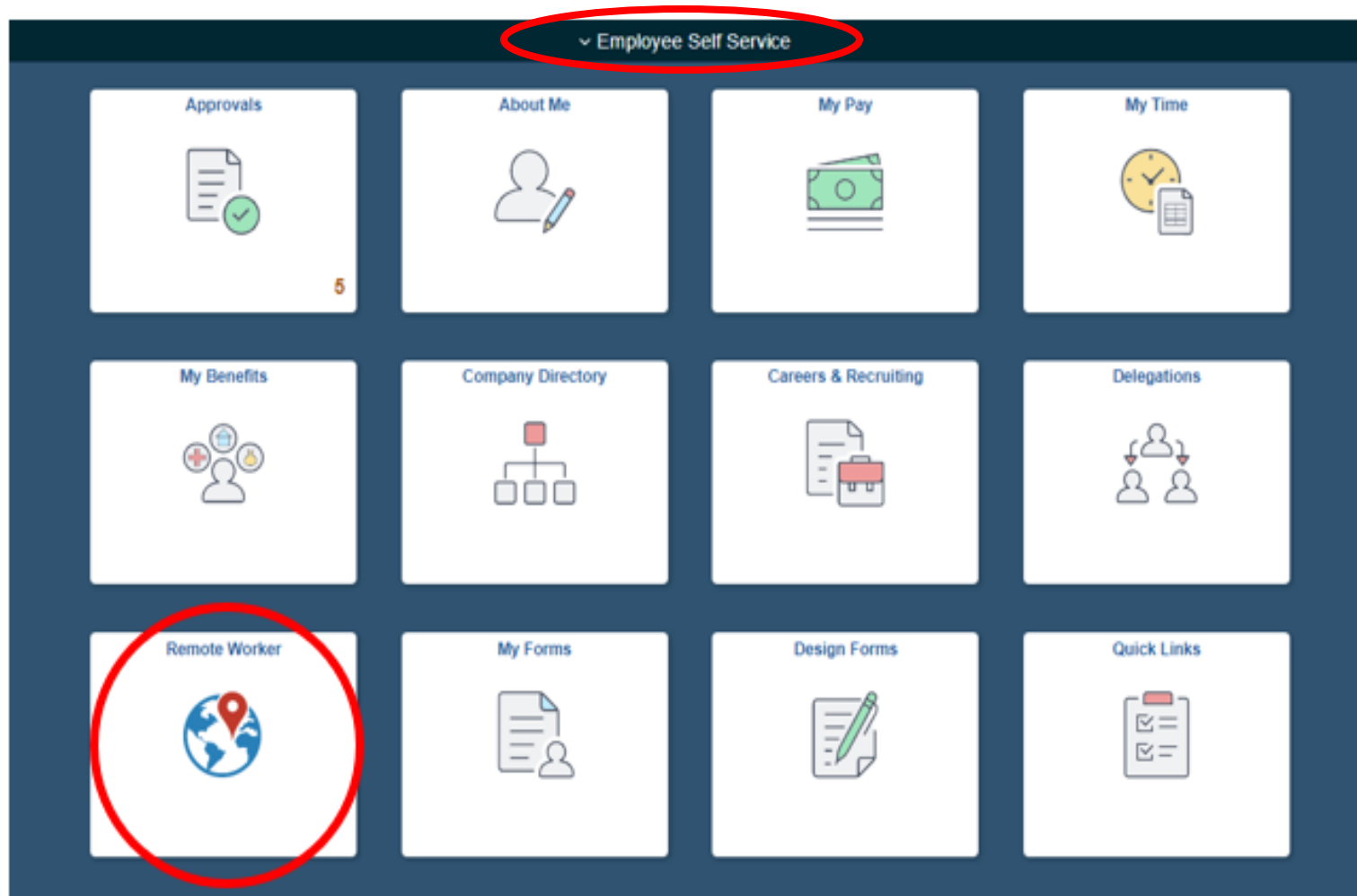
Remote & Hybrid Work Schedules

- Employees are expected to meet all the responsibilities, perform all the duties (including all expected service levels) and comply with all the policies that apply to any employee in similar roles, regardless of the location.
- The Remote Worker Request is not a contract of employment and does not provide any contractual rights to continued employment.
- Requests do not alter or supersede the terms of the existing employment relationship. It furthermore does not diminish the College's discretion to revise or revoke this arrangement at any time, for any reason.

Telework as an Absence Event

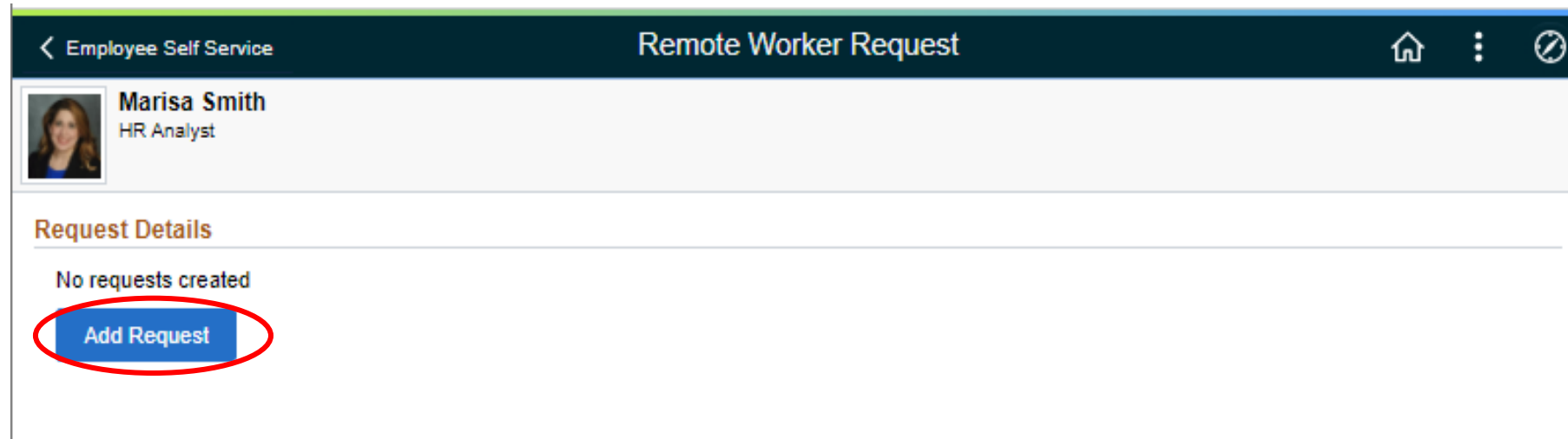
- Short-term telework assignments such as conference attendance or special project work may be approved by the immediate supervisor.
- Such assignments may not exceed 120 hours during a fiscal year and do not require submission of a Remote Worker Request.

How to Submit a Remote Worker Request



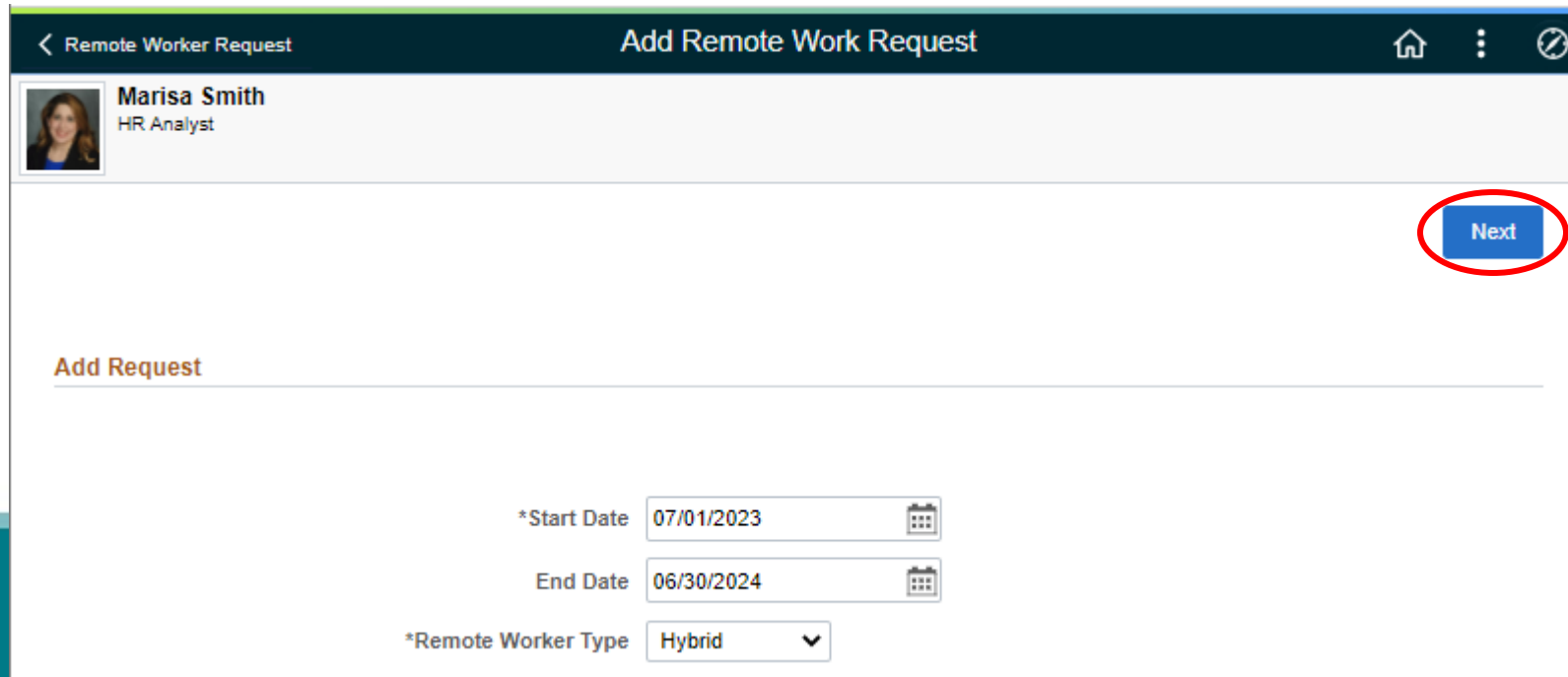
Submitting a Remote Worker Request

1. Click *Add Request*



Submitting a Remote Worker Request

2. Enter ***Start Date*** of ***7/1/2023*** and ***End Date*** of ***6/30/2024***
3. Select ***Remote Worker Type***
 - ***Fully Remote*** should only be used if an employee is **NOT** required to report in-person and/or on-campus.
 - All other requests should be input as ***Hybrid***



Remote Worker Request Add Remote Work Request

Marisa Smith
HR Analyst

Next

Add Request

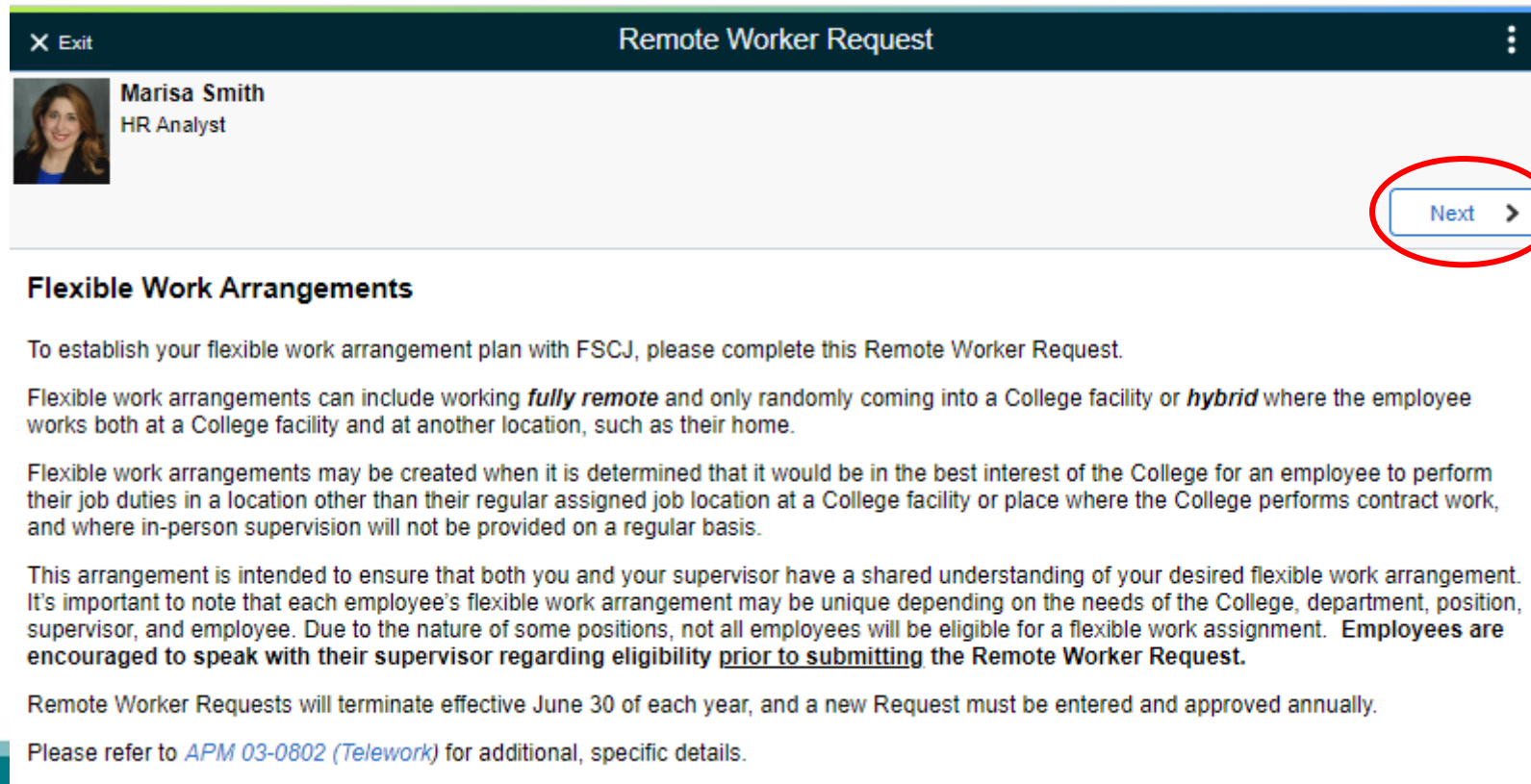
*Start Date 07/01/2023

End Date 06/30/2024

*Remote Worker Type Hybrid

Submitting a Remote Worker Request

4. Review the initial guidelines regarding Flexible Work Arrangements



Remote Worker Request

Marisa Smith
HR Analyst

Next >

Flexible Work Arrangements

To establish your flexible work arrangement plan with FSCJ, please complete this Remote Worker Request.

Flexible work arrangements can include working **fully remote** and only randomly coming into a College facility or **hybrid** where the employee works both at a College facility and at another location, such as their home.

Flexible work arrangements may be created when it is determined that it would be in the best interest of the College for an employee to perform their job duties in a location other than their regular assigned job location at a College facility or place where the College performs contract work, and where in-person supervision will not be provided on a regular basis.

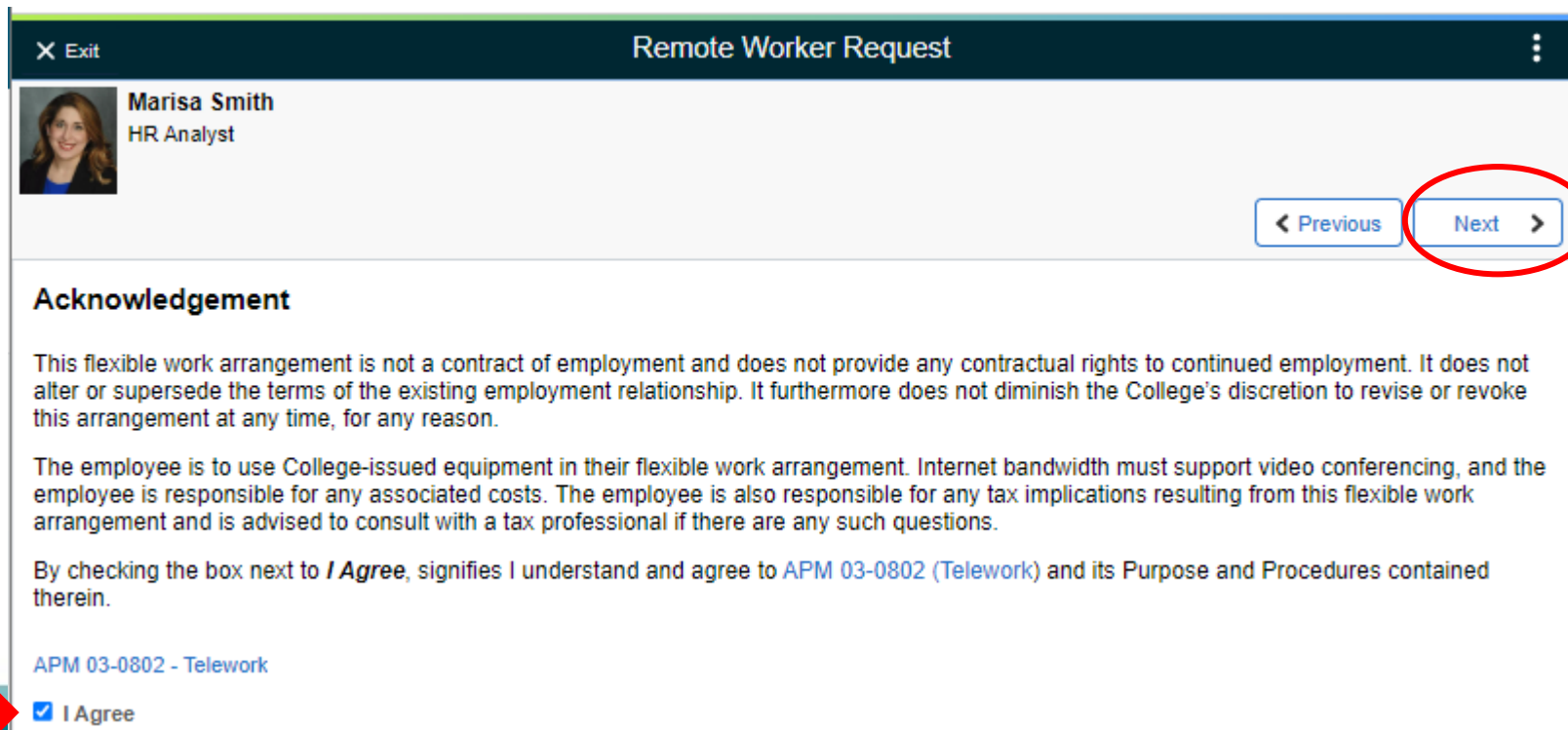
This arrangement is intended to ensure that both you and your supervisor have a shared understanding of your desired flexible work arrangement. It's important to note that each employee's flexible work arrangement may be unique depending on the needs of the College, department, position, supervisor, and employee. Due to the nature of some positions, not all employees will be eligible for a flexible work assignment. **Employees are encouraged to speak with their supervisor regarding eligibility prior to submitting the Remote Worker Request.**

Remote Worker Requests will terminate effective June 30 of each year, and a new Request must be entered and approved annually.

Please refer to [APM 03-0802 \(Telework\)](#) for additional, specific details.

Submitting a Remote Worker Request

5. Check the box next to I agree to signify your understanding and agreement to APM 03-0802 and its Purpose and Procedures contained therein.



The screenshot shows a web form titled "Remote Worker Request" for Marisa Smith, HR Analyst. The form includes a "Next" button circled in red and an "I Agree" checkbox checked, with a red arrow pointing to it from the left. The "Acknowledgement" section contains the following text:

Acknowledgement

This flexible work arrangement is not a contract of employment and does not provide any contractual rights to continued employment. It does not alter or supersede the terms of the existing employment relationship. It furthermore does not diminish the College's discretion to revise or revoke this arrangement at any time, for any reason.

The employee is to use College-issued equipment in their flexible work arrangement. Internet bandwidth must support video conferencing, and the employee is responsible for any associated costs. The employee is also responsible for any tax implications resulting from this flexible work arrangement and is advised to consult with a tax professional if there are any such questions.

By checking the box next to **I Agree**, signifies I understand and agree to [APM 03-0802 \(Telework\)](#) and its Purpose and Procedures contained therein.

[APM 03-0802 - Telework](#)

I Agree

Submitting a Remote Worker Request

6. Enter Request Details

- Remote Worker Type will populate based on your previous input of either ***Fully Remote*** or ***Hybrid***.
- Select the appropriate ***Remote Work Reason*** from the drop down based on the geographic location of your flexible work assignment location.
 - Telework (NE FL: Baker, Clay, Duval, Nassau, St. Johns)
 - Telework (Other than NE FL Counties Listed)
 - Fully Remote (FSCJ Service or Surrounding Area)
 - Fully Remote (Outside FSCJ Geographic Service Area)

Submitting a Remote Worker Request

6. Enter Request Details (con't)

- Select **Home** from the **Remote Location** drop down. Your home address will populate automatically.
 - **NOTE:** If the populated address is incorrect, the employee will need to exit the Remote Worker Request in order to update their home address in the About Me tile in Employee Self Service.
- **Hybrid** requests only: **Enter the Percentage** for the amount of time that will be spent teleworking, based on the 40-hr-week work schedule


Submitting a Remote Worker Request

6. Enter Request Details (con't)

- ***Enter the Percentage*** (con't) Examples
 - 16 hours working at home (two 8-hr days) / 40 hour week = .4 or 40%, or
 - 12 hours working at home (one 8-hr day, one 4-hr day) / 40 hour week = .3 or 30%
- Select ***Specific Days per Week*** from the Remote Days drop down.
 - Click on the appropriate day(s) of the week you will telework.

Submitting a Remote Worker Request

✕ Exit Remote Worker Request

 **Marisa Smith**
HR Analyst

< Previous **Next** >

Request Details

Start Date 07/01/2023 End Date 06/30/2024

Details

*Remote Worker Type Hybrid

Remote Work Reason Telework (NE FL; Baker, Clay, Duval, Nassau, St. Johns)

Remote Location Home

Address [REDACTED]

Percentage 40.00

Remote Days Specific Days Per Week

Select Days

Mon Tue Wed Thur
Fri Sat Sun

Submitting a Remote Worker Request

7. Enter a NOTE with Summer Schedule Details, if applicable.

The screenshot displays the 'Remote Worker Request' form. At the top, the user 'Marisa Smith, HR Analyst' is identified. Navigation buttons for '< Previous' and 'Next >' are visible, with the 'Next >' button circled in red. The section 'Summer Schedule Details (if applicable)' contains an 'Add Document' area with the message 'No Document has been attached.' Below this, there are two buttons: 'Add Attachment' and 'Add Note', with the 'Add Note' button circled in red. A 'Note' dialog box is open in the foreground, featuring a 'Cancel' button on the left and a 'Done' button on the right, both circled in red. The dialog box contains the following information:

- Description:** Summer Work Schedule
- Note Text:** Mon & Wed - in office (9 hrs p/ day)
Tues & Thurs - Telework (9 hrs p/ day)
Fri - OFF
- Attached By:** Marisa Smith
- Attached:** 05/31/2023 05:02:43 PM
- Last Updated:** 05/31/2023 05:02:43 PM
- Status:** Active

A character count at the bottom right of the text area indicates '8010 characters remaining'.

Submitting a Remote Worker Request

8. After Reviewing the Request Details & Note, *Submit*

Remote Worker Request

Marisa Smith
HR Analyst

< Previous Submit

Review and Submit

Start Date 07/01/2023 End Date 06/30/2024

Details

Remote Worker Type Hybrid
Remote Work Reason Telework (NE FL; Baker, Clay, Duval, Nassau, St. Johns)
Remote Location Home

Address
Percentage 60.00
Remote Days Specific Days Per Week

Select Days

Mon Tue Wed Thur
Fri Sat Sun

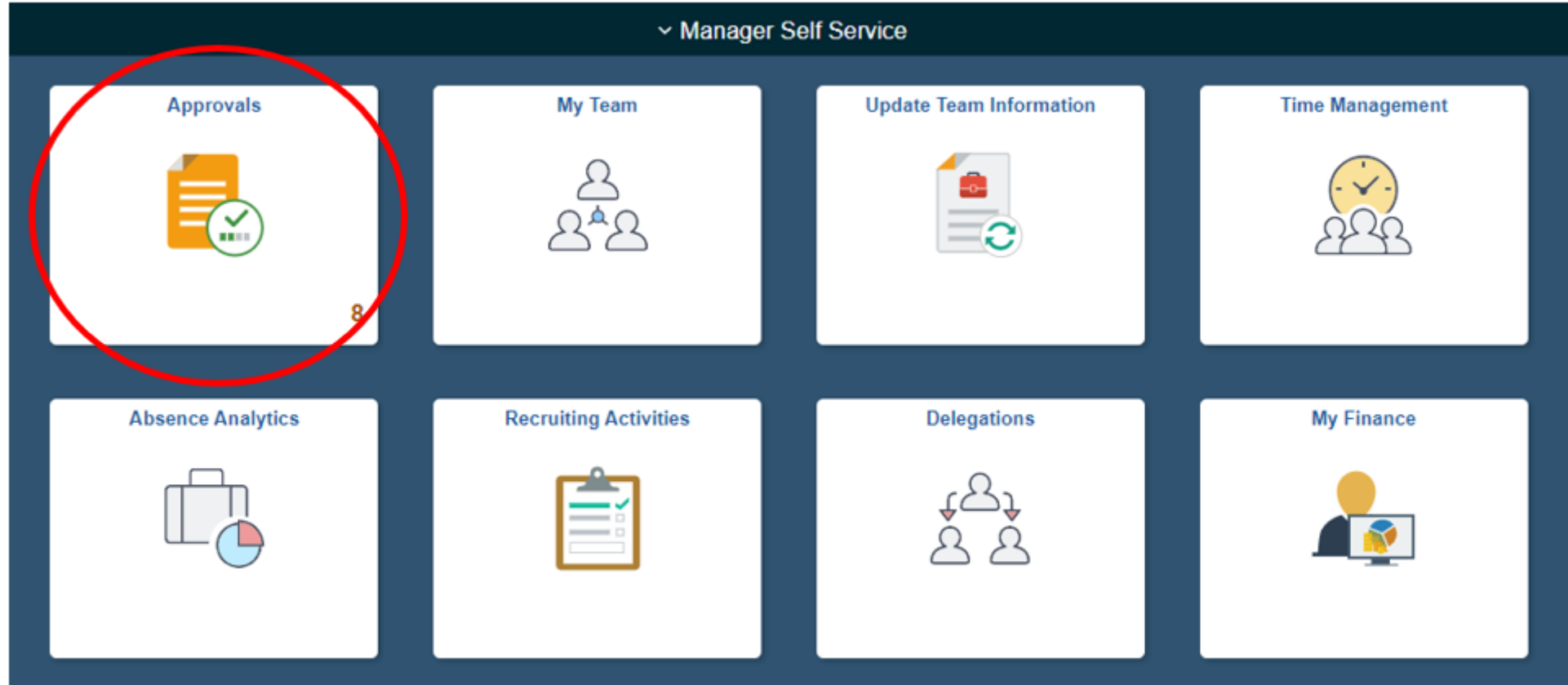
Documents

Document Name	Description	Attached By	Attached
Note	Summer Work Schedule	Marisa Smith	05/30/23 12:40:57 PM

Workflow Approval

- Remote Worker Requests will route through all levels up through the VP. Each level will have to view and approve the request.
- Employees should not begin to work their new 2023 - 2024 Remote Worker schedule until they get a notification it has been completely approved.

Supervisors – Viewing Employee Requests



Supervisors – Viewing Employee Requests

- The following slides will detail how to navigate the Remote Worker request in its entirety. Supervisors should open each item **PRIOR** to approving the request.

1. Select Remote Worker Request



The screenshot shows the 'Manager Self Service' interface with a 'Pending Approvals' header. On the left, there is a 'View By' dropdown set to 'Type' and a list of request types: All (10), Absence Request (1), Life Event (1), Remote Worker (1), and Reporting Change (1). The 'Remote Worker' type is highlighted in green. The main content area displays a table with one row circled in red. The table has columns for request type, employee name, request details, and status. The circled row shows a 'Remote Worker' request for 'Mansa Smith' with details 'Telework (NE FL, Baker, Clay, Duval, Nassau, St. Johns)' and a date of '07/01/23'. The status is 'Routed' with a date of '05/31/2023' and a right-pointing arrow.

Request Type	Employee Name	Request Details	Status
Remote Worker	Mansa Smith	Telework (NE FL, Baker, Clay, Duval, Nassau, St. Johns) 07/01/23	Routed 05/31/2023

Supervisors – Viewing Employee Requests

2. Click View Remote Worker Request link to view the details of the employee request.

Remote Worker

Marisa Smith
HR Analyst

Approve Deny Pushback

Request Details

Start Date: 07/01/23 End Date: 06/30/24
Remote Worker Type: Hybrid Remote Location: Home
Percentage: 60 Remote Days: Specific Days Per Week
[View Remote Worker Request](#)

Job Details

Hire Date: 04/15/19 Location: Finance & Administration
Business Unit: FSCJ HR Business Unit Position Title: HR Analyst
Job Eligible: No Position Eligible: No

Documents

Documents >


Approver Comments

Approval Chain >

Supervisors – Viewing Employee Requests

3. Shown are the details of the employee's 40-hour work schedule.

Remote Worker

 **Marisa Smith**
HR Analyst

Request Details

Hire Date	04/11/2019	Business Unit	FSCJ HR Business Unit
Position	HR Analyst	Department	Human Resources
Location	Finance & Administration	Job Eligible	No
Regulatory Region	USA	Position Eligible	No
Start Date	07/01/2023	End Date	06/30/2024

Details

Remote Worker Type Hybrid
Remote Work Reason Telework (NE FL; Baker, Clay, Duval, Nassau, St. Johns)
Remote Location Home

Address FL
USA
Percentage 60.00
Remote Days Specific Days Per Week

Select Days

Mon Tue Wed Thur
Fri Sat Sun






Documents

Document Name	Description	Attached By	Attached
Note	Summer Work Schedule	Marisa Smith	05/31/23 05:02:43 PM

Supervisors – Viewing Employee Requests

Below the Request Details is the Approval Chain the request will follow.

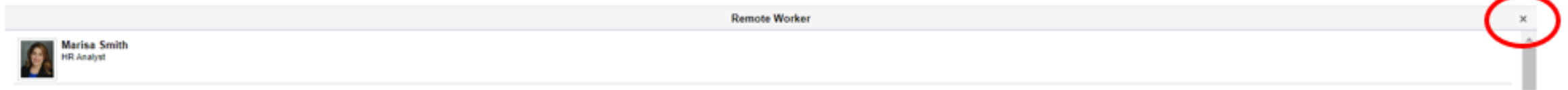
Approvals

Remote Worker Approval
 Pending
Lanaghan, Darci K. Remote Worker Level 1 Approval
 Not Routed
Mark D Lacey Remote Worker Level 2 Approval
 Not Routed
Wanda L Ford Remote Worker Level 3 Approval
 Skipped
No approvers found Remote Worker Level 4 Approval
 Skipped
No approvers found Remote Worker Level 5 Approval

Supervisors – Viewing Employee Requests

4. Employee's have entered a Note with the details of their Summer 36-hour work schedule.

a. Click the x in the top right of the Request Details to return to previous menu.



Supervisors – Viewing Employee Requests

4. Employee's enter a Note with the details of their Summer 36-hour work schedule. (con't)

b. Hover over the Document option to open Attachments and/ or Notes the employee added to their request.

The screenshot displays a web interface for viewing a 'Remote Worker' request. At the top, the user 'Marisa Smith, HR Analyst' is identified, with 'Approve', 'Deny', and 'Pushback' buttons. The 'Request Details' section includes: Start Date: 07/01/23, End Date: 06/30/24, Remote Worker Type: Hybrid, Remote Location: Home, Percentage: 60, and Remote Days: Specific Days Per Week. The 'Job Details' section includes: Hire Date: 04/11/19, Business Unit: FSCJ HR Business Unit, Job Eligible: No, Location: Finance & Administration, Position Title: HR Analyst, and Position Eligible: No. The 'Documents' section is highlighted with a red circle, and a mouse cursor is hovering over the 'Documents' button. Below this are fields for 'Approver Comments' and 'Approval Chain'.

Supervisors – Viewing Employee Requests

4. Employee's enter a Note with the details of their Summer 36-hour work schedule. (con't)

c. Click the arrow to the open and review item.

The screenshot shows the 'Remote Worker' request details page. The user is Marisa Smith, HR Analyst. The request details include: Start Date 07/01/23, End Date 06/30/24, Remote Worker Type Hybrid, Remote Location Home, Percentage 60, and Remote Days Specific Days Per Week. An 'Attachments' modal is open, showing a table with one row:

Document Name	Description	Attached By	Attached
Note	Summer Work Schedule	Marisa Smith	05/31/23 05:02:43 PM

A red circle highlights the right-pointing arrow icon in the 'Attached' column of the table row.

The screenshot shows the 'Note' modal with the following details:

- Description: Summer Work Schedule
- Note Text: Mon & Wed - in office (9 hrs pr day), Tues & Thurs - Telework (9 hrs pr day), Fri - OFF
- Attached By: Marisa Smith
- Attached: 05/31/2023 05:02:43 PM
- Last Updated: 05/31/2023 05:02:43 PM
- Status: Active

A red circle highlights the close button (X) in the top right corner of the modal.

Supervisors – Viewing Employee Requests

5. Enter Approver Comments, if applicable.
6. Approve, Deny, or Pushback the request.

Pending Approvals Remote Worker

Marisa Smith
HR Analyst

Approve Deny Pushback

Request Details

Start Date 07/01/23 End Date 06/30/24
Remote Worker Type Hybrid Remote Location Home
Percentage 60 Remote Days Specific Days Per Week
[View Remote Worker Request](#)

Job Details

Hire Date 04/11/19 Location Finance & Administration
Business Unit FSCJ HR Business Unit Position Title HR Analyst
Job Eligible No Position Eligible No

Documents

Documents >

Approver Comments

Approval Chain >

Resources

- Navigate to the FSCJ HR website > Current Employees > Telework
 - <https://www.fscj.edu/discover/humanresources/current-employees/telework>
- [APM 03-0802 \(Telework\)](#)
- benefits@fscj.edu