



ADMINISTRATIVE PROCEDURE MANUAL

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Florida State College at Jacksonville (FSCJ/College) supports telework when it is determined to be in the best interest of the institution in its continuing efforts to serve students. Telework arrangements may be considered when there are opportunities for improved operational performance, as part of a disaster recovery or emergency plan or to facilitate the potential for College savings.

The College recognizes that with current technology, it is possible for some employees to perform a variety of duties and job functions from their homes or other equipped sites. As long as serving the needs of students is achievable, telework is a way for the College to be responsive to a changing workforce. Telework is generally done from a location in the FSCJ service or surrounding areas. This differs from remote work which is performed outside of the geographic area and may be approved on a limited basis.

The College also recognizes that telework is only feasible for those job duties that can be performed away from the campus. Departments are urged to carefully review both advantages and disadvantages before setting up telework, to explore the wide variety of arrangements possible and to address potential problem areas. Pilot or temporary programs may be helpful in determining what type of arrangement will be most effective. The privilege of telework depends on both the nature of the work and the nature of the worker.

The telework arrangement should focus on mutually understood and agreed upon expectations and results. The supervisor should communicate in advance what assignments or tasks are appropriate to be performed at the telework site and what assessment techniques will be used to measure success in meeting performance standards. The employee should understand the essentials for participating in a successful telework program before making an application.

Purpose

The purpose of this procedure is to outline the process to be followed for approval of a telework assignment for administrative, professional or career employees.

Telework refers to a workplace arrangement where assigned work is performed away from the employer's regular place of business. Telework assignments may be created when it is determined that it would be in the best interest of the College for an employee to perform assigned work in a location other than a College facility or place where the College performs contract work, and where in-person supervision will not be provided on a regular basis. Telework assignments may be approved for any increment of the employee's approved work schedule ranging from a portion of a single day of the week to all days of the employee's schedule. When teleworking, 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.

Procedure

- A. An employee may initiate a request for a telework assignment by submitting a Request for Telework Assignment ("Agreement") which shall include their approved work schedule. The supervisor shall review and discuss the expectations under this Agreement with the employee to include performance expectations and procedures for monitoring work activities. The supervisor shall make the initial determination as to whether telework is effective for the role.



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- B. If approved, the supervisor shall forward the Agreement through the chain of command to the College President or as designated by the College President. Once approved, the finalized Agreement shall be forwarded to Human Resources. The supervisor and/or College President/designee shall consult with the Chief Human Resources Officer (CHRO), or designee as needed.
1. 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 the Agreement.
- C. Work schedules are to be developed and maintained as outlined in APM 03-0801, Work Schedules and Overtime.
1. Telework assignments may be approved for any increment of the employee's approved work schedule ranging from a portion of a single day of the week to all days of the employee's schedule. Employees, both non-exempt and exempt, must track their work time in the same manner as they do office time.
 2. Overtime shall not be worked unless authorized in advance by the supervisor. Failure to obtain advance approval may result in termination of the telework agreement and the appropriate disciplinary action.
 3. Employees may be required to report to a campus location for onboarding and other training activities, department meetings, Convocation, Commencement or other College events.
 4. Employees may be requested to report to a campus location with minimal notice unless previously exempted by their supervisor based on geographical location.
- D. An employee must follow the leave and attendance policies and procedures as outlined if the employee is unavailable during their identified work schedule.
1. Teleworking is not a substitute for dependent care, medical leave or caring for a family member.
- E. An employee is expected to maintain a professional and safe work environment that allows the performance of all job requirements and confidentiality to include taking all reasonable precautions to safeguard any and all College equipment, records or any other College materials while on a telework assignment.
1. Employees working remotely must ensure the same, if not a greater, level of security for meetings and individual conversations; all College network and data access; physical documents; and any health, student or staff information or otherwise sensitive information that might be displayed on a home office computer screen.



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- F. In partial telework arrangements, the equipment required to do the job should be conducive to a mobile work station without incurring additional equipment expenses for the College. College-issued equipment may accompany the employee to their remote work location.
1. College-issued equipment is to be used solely for College business. Any loss or damage to this equipment will be handled in the same manner as it would should the employee work on campus. Should the equipment need to be repaired/replaced, the employee is responsible for taking the equipment to the appropriate campus IT support person(s).
 2. Internet bandwidth and telephone access, to include any associated costs, are the responsibility of the employee. Internet bandwidth must support video conferencing.
- G. Employees working a partial telework schedule are only eligible for in-district travel reimbursement on days when scheduled to work from a campus location. On days when scheduled to work under this administrative procedure, employees are not eligible for in-district travel reimbursement including when required to report to a campus location. Employees working 100% of their work schedule off campus are not eligible for in-district travel reimbursement including when required to report to a campus location.
- H. The employee is responsible for complying with all College policies and procedures including those pertaining to outside employment. The employee shall not engage in any outside employment activities during the identified work schedule. Failure to comply with College policy and procedures may result in termination of the Agreement and disciplinary action.
- I. The supervisor is responsible for monitoring the employee and ensuring that the expectations under the Agreement are met.
1. It is the responsibility of the employee's supervisor to conduct, at minimum, weekly check-ins with the employee to ensure work targets are being met, and the employee is available to customers and co-workers during their approved work schedule.
 2. Employees are responsible for responding to phone, voicemail and/or text messages within the time window agreed upon with their supervisor.
- J. Telework assignments will terminate effective June 30 of each year if an earlier date has not been designated. Should the employee wish to continue to work under this administrative procedure, a new request must be submitted no later than June 1 of that year to ensure proper time is allotted for reviews and approvals.
- K. The College reserves the right to end a telework agreement at any time for any reason.



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REFERENCES: F.S. 1001.64, 1001.65

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