

## HOBİ Flexible Work Arrangements - Employee and Supervisor Guidelines

The Department of Health Outcomes and Biomedical Informatics recognizes the growing demands on employees and the increasing challenge of finding new and better ways to provide flexibility and meet the department and university goals. HOBİ supports flexible work arrangements (FWA) as part of UF's Alternate Work Location and Flexibility in the Workplace Policies. Workplace flexibility provides a way to successfully manage people, time, space, and workload to optimize and improve operations and efficiencies while providing workforce predictability and stability. HOBİ employees can request flexible work arrangements if their current job position is eligible. Employees and supervisors should discuss if a position lends itself to flexible work. Managers should evaluate what positions on their teams are eligible for and benefit from FWAs.

### General

- Read UF's [Flexibility in the Workplace Policy](#) and [Alternate Work Location Policy](#).
- Supervisors should look for ways to implement flexible work in their units.
- Employees will not be eligible for a flexible work arrangement while they are on corrective action or on a performance improvement plan.
- Supervisors will evaluate how flexible work arrangements impact the team and project needs.
- Flexible work arrangements must be given fair consideration regardless of the reason for the request and communications with the employee will be transparent regarding the decision-making process.
- If an employee's position or supervisor change during the approved FWA period, the FWA will be reviewed, updated, or in some instances revoked.
- Employees must comply with all UFIT Policies including the Mobile Computing and Storage Policy. See [Policies - Information Technology - University of Florida \(ufl.edu\)](#).
- Employees must utilize the video conference technologies adopted by UFIT such as Zoom when they work at an alternative location.
- **A copy of all AWL and Alternative Schedule agreements should be submitted to HOBİ's HR liaison.**

### Alternate Work Location Including a Hybrid Work Arrangement

An Alternate Work Location FWA means an employee will complete all work hours at a location other than the assigned UF facility. A Hybrid Work Arrangement means some portion of the employee's regular FTE will be completed at a location other than the assigned UF facility as part of an agreed upon schedule. **HOBİ will allow up to a maximum of three business days to be worked at an alternate work location.** More than 40 percent of an FTE to be worked elsewhere as part of a hybrid schedule requires department and COM HR approval. AWLA will need to be completed and will route through COM HR to obtain this approval. <https://docs.erp.ufl.edu/AppNet/UnityForm.aspx?key=UFKey>

When considering whether it is appropriate for an employee to work at a remote location, it is important to consider and answer "yes" to the questions posed on the [UFHR Alternate Work Location Policy page](#). To establish this working arrangement, you must follow UF's policy/procedure and complete an Alternate Work Location Agreement at <https://docs.erp.ufl.edu/AppNet/UnityForm.aspx?key=UFKey>. This arrangement will be reviewed quarterly in the employee's UF Engaged check-in.

### Alternative Schedules as Part of UF's Flexibility in the Workplace Policy

An alternative schedule gives an employee the flexibility to work hours that differ significantly from the standard work schedule for the position. For example, you condense a 40-hour work week into fewer than five workdays. Please note an Alternative Schedule FWA does not change how holiday time is applied. When considering whether it is appropriate for an employee to work an alternative schedule, it is important to consider and answer "yes" to the questions posed on the [UFHR Flexibility in the Workplace Policy page](#).

To establish an alternative schedule under the Flexibility in the Workplace Policy, discuss and agree on the details with your supervisor, document the agreement/decision and provide that by email to HOBİ's HR liaison. This can be done in a word document or in an email between all parties. Notify all impacted parties (your team, sponsors, etc.) following your team's communication protocol. **This arrangement will be reviewed quarterly in the employee's UF Engaged check-in.**

### Just-In-Time Flexibility as Part of UF's Flexibility in the Workplace Policy

Just-In-Time flexibility provides the ability to work from a location other than the assigned UF facility, on occasion, to be on hand for a personal circumstance that would still allow an employee to fulfill their work duties remotely. This type of flexibility is intended to be used one instance at a time. If you would like to utilize this type of FWA, notify your supervisor via email in a timely manner and follow your team's out of office protocol. Examples of Just-In-Time flexibility can include the following:

- You have an appointment in the early afternoon, and it makes sense for you to either begin your day at home or return home after the appointment to finish your workday or you had unexpected close contact with someone (e.g. household member) who is ill. Here, you plan to work from home for the day for the safety of your team.

## Frequent Asked Questions

- I want to work at an alternate location that is different from my assigned UF facility. What do I need to do?
  - Review the UF Human Resources [AWLA Policy](#), discuss your request with your supervisor, and complete the Remote Work Location Agreement Form found on the policy page.
- I want to work at an alternate location that is different from my assigned UF facility and utilize an alternative schedule, such as a condensed schedule. What do I need to do?
  - Review the UF Human Resources [AWLA Policy](#), discuss your request with your supervisor, and complete the Remote Work Location Agreement Form found on the policy page.
- How long does an Alternate Work Location Agreement (AWLA) including Hybrid Work Arrangements last?
  - The UFHR AWLA agreement may last up to one year from the date it begins for benefitted employees and may last up to 6 months for OPS employees. It is the responsibility of the employee to track the expiration date of the AWLA and initiate a new agreement request.
- When can I submit an agreement for AWLAs, including Hybrid Work Arrangements beginning July 1, 2021?
  - You can submit the request for an AWLA, including Hybrid Work Arrangements now by clicking [HERE](#).
- I want to work an alternative schedule at my assigned UF facility with no remote work component. What do I need to do?
  - Have a conversation with your supervisor to determine if an alternative schedule is appropriate for your position. If you agree that it is, complete the appropriate documentation.
- What is considered “significantly different” in terms of an alternative schedule?
  - University of Florida official business hours are traditionally 8:00 am to 5:00 pm, Monday – Friday, with exceptions for positions that are required to work weekends or overnight shifts. A schedule is considered significantly different if it varies from the normal working hours by more than 2 hours before or after the regular beginning and ending work times or if the normal 5-day work week will be condensed to fewer than 5 days.

## Resources

- [University of Florida’s Work Schedules and Work Location Standards, Flexibility in the Workplace Policy, and Acceptable Practices and Other Considerations](#)
- [Alternate Work Location – UF Human Resources \(ufl.edu\)](#)
- [Policies - Information Technology - University of Florida \(ufl.edu\)](#)

