

## **DEPARTMENT OF PEDIATRICS POLICY REGARDING EMPLOYEES WORKING REMOTELY**

DATE: 03/12/20

The following guidance is issued to help Peds managers who are addressing questions related to whether an employee should or can work remotely. The University of Florida has had and continues to have a policy which allows for remote work with appropriate review, submission of the 'Alternate Work Location Agreement' and subsequent approval. At this challenging time, we ask that the needs of our employees should be reviewed with compassion and flexibility as much as possible while still holding to the core missions of our department and also following guidance from the University of Florida central HR offices. If a job is well suited for remote work, managers are encouraged to consider allowing offsite work. Jobs that are not suited for remote work still need to remain on-site. We rely on individual managers to contact their divisional administrator to help determine the appropriateness of off-site work.

In the case of more widespread infection of COVID-19 in our community, consideration is strongly encouraged if at all possible for offsite work.

In most cases, employees should provide their own internet connections and computer if seeking an alternate work location. Employees and supervisors need to understand relevant policies, review work schedules, draft a work plan, and make a communication and accountability plan. More information on each of these topics along with an abundance of university guidance can be found on the following website:

<https://hr.ufl.edu/covid-19/working-remotely-during-covid-19/>

We appreciate your consideration and flexibility during these challenging times.

Thank you,

Desmond Schatz MD  
Professor and Interim Chair

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Chief Administrative Officer