



# ALTERNATE WORK LOCATION QUICK REFERENCE GUIDE

FSU is a vibrant residential campus, and as such, the majority of employees must be on-site to support the University environment. The University recognizes that under limited circumstances, working from an alternate location can improve productivity and job performance.

**What is an Alternate Work Location Arrangement?** An Alternate Work Location Arrangement (AWLA) is a flexible work arrangement on a temporary or fixed basis that serves both the employee and the University's needs.

**Who does this apply to?** This program applies to A&P, USPS, OPS, and AEX employees. An AWLA is not applicable for one-time pays, courtesy appointments, online classes, work performed by an FLSA exempt employee beyond their scheduled 40 hours, or single, isolated situations.

**What is Telework?** A temporary, flexible work arrangement under which an **employee**, intermittently or in a time-limited continuous (full-time) capacity, performs their work duties at a location other than the official worksite.

PARTIAL TELEWORK	
Frequency	Up to 2 days per workweek
Description	Allows business units to provide <u>eligible</u> employees the option to telework up to 2 days per week from home or another alternate work location.
Eligibility	<ul style="list-style-type: none"><li>• Remains responsible for all job duties.</li><li>• Duties do not require physical presence at an official worksite.</li><li>• Does not increase the workload of others.</li><li>• Adequate performance assessment and sustained high performance.</li><li>• Service quality remains unimpacted.</li><li>• No longer on probationary status or has 6 months of service in current position.</li></ul>
Approving Authority	Supervisor, Department Head, & Dean/Director.

**Can employees Telework more than 2 days per week or on a full-time basis?** This is referred to as Extended Telework and will only be considered in exceptional circumstances. The final determination is made by the Office of Human Resources upon review of a completed [Telework Agreement](#).

**What is a Remote Position?** The designation of Remote Position is position-based, not person-based. This designation is not to be used in lieu of full-time telework. A Remote Position is 100% remote and will only be considered based on the location of the job duties or for highly skilled positions that are difficult to fill.



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REMOTE POSITIONS		
<b>Types</b>	Job Duties Location	Highly Skilled Recruitment Need
<b>Reason</b>	The job duties of a position are required, on an ongoing basis, to be performed in a geographic area or alternate location other than an FSU official worksite.	When a department would like to advertise a position as eligible for work to be conducted at an alternate work location to increase the pool of qualified applicants for highly skilled, hard-to-fill positions.
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>• All job duties are suitable, on an ongoing basis, to be performed remotely.</li> <li>• Positions with supervisory duties are not eligible for highly skilled recruitment needs unless an exception has been approved.</li> <li>• Positions classified as USPS (non-exempt) and AEX are not eligible.</li> </ul>	
<b>Approval Process</b>	<ul style="list-style-type: none"> <li>• Department initiates ePaf to update position description.</li> <li>• Required approval levels include Department/Unit Director or Chair, Division VP or designee, and the Associate Vice President for Human Resources.</li> <li>• Remote based on Highly Skilled Recruitment Need requires ongoing approval each time position is vacated.</li> </ul>	
<b>Documentation</b>	The Remote Position designation must be notated on the position description, where possible, and included in the job advertisement.	

## What are the responsibilities of the employee?

- Have the appropriate equipment and technological access at the alternate work location.
- Adhere to a regular schedule at the official worksite or participate in training sessions outside of the AWLA when required (with reasonable notice).
- Not work at other jobs, operate their own business, or provide child/dependent/elder care during their scheduled work hours.
- Maintain an appropriate professional demeanor and compliance with University guidelines and expectations regardless of the specific work location.
- Communicate changes to the AWLA in writing to the supervisor for review of ongoing agreement eligibility.

## What are the responsibilities of the supervisor?

- Ensure that official AWLA paperwork has been submitted and applicable approval received from the Office of Human Resources.
- Actively monitor and ensure that the employee is productive, adhering to the AWLA agreement, and following all University rules, policies, and procedures.
- Provide the employee reasonable notice when their physical presence is required at the official worksite.
- Consult with the Office of Human Resources to approve the justification of ending the AWLA and determine the reasonable notice period.

For questions regarding **Telework**, contact Christine Conley at [caconley@fsu.edu](mailto:caconley@fsu.edu).

For questions regarding **Remote Work**, contact [sscopoli@fsu.edu](mailto:sscopoli@fsu.edu).