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

<table>
<thead>
<tr>
<th>Frequency</th>
<th>Up to 2 days per workweek</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Allows business units to provide eligible employees the option to telework up to 2 days per week from home or another alternate work location.</td>
</tr>
</tbody>
</table>
| Eligibility     | • Remains responsible for all job duties.  
                   • Duties do not require physical presence at an official worksite.  
                   • Does not increase the workload of others.  
                   • Adequate performance assessment and sustained high performance.  
                   • Service quality remains impacted.  
                   • No longer on probationary status or has 6 months of service in current position.  |
| 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.
REMOTE POSITIONS

<table>
<thead>
<tr>
<th>Types</th>
<th>Job Duties Location</th>
<th>Highly Skilled Recruitment Need</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reason</td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>Eligibility</td>
<td>• All job duties are suitable, on an ongoing basis, to be performed remotely. • Positions with supervisory duties are not eligible for highly skilled recruitment needs unless an exception has been approved. • Positions classified as USPS (non-exempt) and AEX are not eligible.</td>
<td></td>
</tr>
<tr>
<td>Approval Process</td>
<td>• Department initiates ePaf to update position description. • Required approval levels include Department/Unit Director or Chair, Division VP or designee, and the Associate Vice President for Human Resources. • Remote based on Highly Skilled Recruitment Need requires ongoing approval each time position is vacated.</td>
<td></td>
</tr>
<tr>
<td>Documentation</td>
<td>The Remote Position designation must be notated on the position description, where possible, and included in the job advertisement.</td>
<td></td>
</tr>
</tbody>
</table>

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.
For questions regarding Remote Work, contact sscopoli@fsu.edu.