



**POLICY: 6Hx28: 3C-02**

**Responsible Executive:** Vice President,  
Organizational Development & Human  
Resources

**Policy Contacts:** Assistant Vice  
President, Equity and Access

**Specific Authority:** 1001.64, F.S.

**Law Implemented:** 1001.64, F.S.

**Effective Date:** 06-23-2022

**Date of Last Policy Review:** 06-23-2022

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## **Flexible Work Arrangements for Non-Instructional Employees**

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### **Policy Statement:**

- I. To promote a work environment that will enhance the College's ability to serve students and other key constituents, Valencia College (the "College") shall establish conditions of employment for non-instructional employees to include work schedules and/or work location(s) based on position and job characteristics. Under specific circumstances, there may be opportunities for positions at the College to benefit from flexible work arrangements as an effective management tool to provide extended business hours and to support talent acquisition and/or retention. Flexible work arrangements for an eligible position are designated by the College, considered a privilege and not an entitlement, and may be modified or discontinued at any time by the College based on operational needs, unexpected conditions such as emergencies or immediate staffing needs, or employee performance and/or behavior concerns.
  
- II. The College adheres to all applicable federal and state laws, rules, and regulations governing flexible work arrangements. The College President, or designee(s), shall establish procedures to implement this policy.

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**Policy History:** Adopted 6-23-2022

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## **Related Documents:**

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### **Related Policies:**

- College Policy 6Hx28: 02-02 Workplace Accommodations for Applicants and Employees
  - College Policy 6Hx28: 3C-01 Total Rewards: Compensation & Hours of Work for Employees of the College
  - College Policy 6Hx28: 3D-02 Leaves of Absence
  - College Policy 6Hx28: 3D-03 Total Rewards: Vacation, Sick and Personal Leave for Full Time Employees
  - College Policy 6Hx28: 3D-06.1 Family/Medical Leave
  - College Policy 6Hx28: 3D-06.3 Workers' Compensation and Illness or Injury In Line of Duty Leave
  - College Policy 6Hx28: 3E-04 Acceptance by All Employees of the Policies of the College
  - College Policy 6Hx28: 3E-08 Disciplinary Action
  - College Policy 6Hx28: 05-08 Travel by Authorized Personnel
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### **Procedures:**

The following procedures outline the College's process for identifying and reviewing flexible work arrangements for non-instructional employees, supervisor and employee expectations, and circumstances for discontinuing a flexible work arrangement, in accordance with this policy. All positions at Valencia College are based in the state of Florida, and all employees at the College must establish and maintain legal Florida residency.

- I. Decisions about flexible work arrangements for work locations should:
  - A. Enhance the College's ability to serve students, employees, other key constituents, and the Central Florida community;
  - B. Reflect essential job duties as outlined in the respective job descriptions;
  - C. Respond to the changing needs of the College and the individuals served;
  - D. Help attract and retain a diverse workforce; and
  - E. Have positive effects on the business operations of the College.

## II. Work Location Decision Process

- A. Each Vice President or Provost shall consult with their leadership teams to review and make decisions on the work location option for each position within their respective division. Work location options generally include:
1. Fully On-Site: Employee performs all job duties at a Valencia College location(s), with flexibility in the work schedule, if appropriate.
  2. Primarily On-Site: Employee performs the majority of job duties on-site and may occasionally work remotely.
  3. Primarily Remote: Employee performs the majority of job duties remotely and may occasionally work on-site, based on operational needs with advance notice when possible.
    - a. Primarily remote employees are not guaranteed dedicated College office space or a workstation while on-site. The supervisor will identify an office(s) and/or workspace(s) available to employees when working on-site (generally a shared office or workspace). It is the employee's responsibility to bring their work-issued laptop when working on-site.
  4. Fully Remote: Employee performs all job duties off-site, typically at home or another suitable location. The fully remote employee may occasionally be required to work on-site, with advance notice when possible.
    - a. Fully remote employees are not guaranteed a dedicated College office space or a workstation while on-site. The supervisor is responsible for identifying an office(s) and/or workspace(s) available to employees when working on-site (generally a shared office and/or workspace). It is the employee's responsibility to bring their work-issued laptop when working on-site.
    - b. A Remote Work Agreement must be completed for a position designated as fully remote. The agreement may be obtained by contacting Organizational Development and Human Resources (ODHR) at 407-299-5000 extension 4748 (HR4U) or [HR4U@valenciacollege.edu](mailto:HR4U@valenciacollege.edu).
- B. Each Vice President or Provost will share their recommended list of positions to be considered for primarily remote or fully remote work with the Senior Team for additional discussion and approval.
- C. Department leadership will work to determine specific work schedules for primarily on-site and primarily remote positions each semester or otherwise as deemed appropriate.

### III. Supervisor Expectations for Flexible Work Arrangements

- A. Regardless of work arrangements, supervisors are expected to provide employees with appropriate work schedules, to communicate clearly defined work expectations, to periodically check in on employees regarding their progress and status, and to conduct coaching discussions and/or performance management as needed.
- B. Supervisors are responsible for coordinating the issuance of College equipment and resources for employees with flexible work arrangements to complete their work on-site and/or from their remote location. (For more information, see the Office of Information Technology resource: [Peripheral Equipment Guidelines](#).)
- C. Supervisors are responsible for reviewing the effectiveness of flexible work arrangements with employees and adjusting address concerns/challenges as needed. This review should occur more frequently toward the beginning of the arrangement and no less than annually thereafter. After periodic reviews, supervisors may recommend to leadership any future adjustments to position location and/or work schedule as deemed appropriate for approval.

### IV. Employee Expectations for Flexible Work Arrangements

- A. As a condition of employment and in accordance with College Policy 6Hx28: 3E-04 Acceptance by All Employees of the Policies of the College, College employees are responsible for being familiar with and complying with all policies and procedures of the College as may be applicable, as well as all applicable federal and state laws, rules, and regulations.
- B. Employees who are classified as exempt are expected to work at least the minimum required hours in accordance with College Policy 3C-01 Total Rewards: Compensation & Hours of Work for Employees of the College.
- C. Employees who are classified as non-exempt are required to report all hours of work, may work overtime only with advance supervisor approval, and are eligible for rest and meal breaks in accordance with College Policy 6Hx28: 3C-01 Total Rewards: Compensation and Hours of Work for Employees of the College. Employees should consult with their supervisor if they are experiencing challenges on how to track and document their working hours.
- D. Employees should continue to request leave in accordance with existing policies and use the Request and Manage My Leave System to document their leave usage. For more information regarding sick, vacation and personal leave, or other leave options, refer to College Policies 6Hx28: 3D-03 Total Rewards: Vacation, Sick and Personal Leave for Full Time Employees; 3D-02 Leaves of Absence; and 3D-06.1 Family/Medical Leave.

- E. Employees are expected to:
1. effectively perform their job duties and responsibilities free from distraction or other competing expectations including but not limited to the care of others;
  2. be accessible during normal or otherwise agreed-upon work hours; and
  3. regularly communicate with their supervisor(s) and colleagues, ask questions, and communicate concerns in a timely manner, and provide and receive feedback.
- F. Employees who have remote work options are responsible for setting up a safe and secure workspace in their remote location. This setup includes following established guidelines for information security, confidentiality as appropriate, and ensuring that there is no unauthorized use, access, modification, disbursement, or deletion of College records or inappropriate use of College technology and equipment. Employees who have remote work options are also expected to report any incidents of unauthorized use, access, modification, disbursement, or deletion of records to their respective supervisor.
- G. Employees who have remote work options who determine they need replacement technology equipment or additional technology equipment should notify their supervisor, who will review the request, consult with their leadership if needed, and determine if the equipment can be provided or if an alternative solution is available. It is the College's expectation that employees who have remote work options will be responsible for:
1. Establishing and maintaining high speed internet access, if needed, to perform the essential functions of their job to include expenses related to the installation, establishment, and maintenance of internet service.
  2. Providing their own furniture to be used at their residence or other appropriate remote work location. For equipment or furniture needed due to a disability, see College Policy 02-02 Workplace Accommodations for Applicants and Employees.
  3. Operating costs, home maintenance, property or liability insurance, or other incidental expenses associated with the use of the employee's residence or other appropriate remote work location.
- H. Employees who have remote work options shall have one campus assigned by the department as their official headquarters. Travel costs/reimbursements shall be in accordance with College Policy 05-08 Travel by Authorized Personnel.
- I. To support a workers' compensation claim off-site, employee injuries must arise out of and in the course of employment as defined by applicable laws, rules, and regulations governing workers' compensation. Employees are still expected to immediately report the injury to their respective supervisor and a representative of the Campus Safety and Security

Services team for the completion of a Security Incident Report. For more information on reporting an employee injury, see College Policy 6Hx28: 3D-06.3 Workers' Compensation and Illness or Injury In Line of Duty Leave.

- V. A flexible work arrangement may end based on operational needs, unexpected conditions such as emergencies or immediate staffing needs, or other reasons, which include and are not limited to the following:
  - A. The employee transfers to another position and/or department at the College that is not considered a flexible work arrangement position;
  - B. Through periodic evaluation, the flexible work arrangement position is not working effectively or as envisioned;
  - C. The employee receives corrective and/or disciplinary action based on performance and/or conduct resulting in the employee returning to a regular department schedule and/or on-site work for more appropriate supervision; or
  - D. The employee separates from employment. (Note: The area will determine if the vacant position will remain as a flexible work arrangement or will change based on operational needs.)
- VI. Employees requesting adjustments to job duties, equipment, or other accommodations that may be necessary due to a disability must contact Leave and Access Services at 407-582-3801 (or via email at [leaveandaccess@valenciacollege.edu](mailto:leaveandaccess@valenciacollege.edu)) or notify their supervisor. If the supervisor is notified, the supervisor is responsible for connecting with ODHR for guidance on appropriate next steps. For more information on workplace accommodations, see College Policy 02-02 Workplace Accommodations for Applicants and Employees.

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**Procedure History:** Adopted 6-23-2022

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**Related Documents:**

Remote Work Agreement

[Peripheral Equipment Guidelines](#)

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**Related Procedures:**

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**Date of Last Procedure Review:** 06-23-2022