

Use the official USF Returning to Campus website for:

- Face Coverings
- Vaccination Information
- Hand Hygiene
- Mitigation
- Meetings & Events
- Travel
- Human Resources
- Frequently Asked Questions by Audience

[Returning to Campus | Coronavirus Updates | University of South Florida \(usf.edu\)](#)

RETURNING TO CAMPUS
USF COVID-19 UPDATES, FREQUENTLY ASKED QUESTIONS AND RESOURCES

GIVE NOW

UPDATES ▾ FAQ ▾ **RETURNING TO CAMPUS** ▾ TOOLKITS ▾ COVID-19 NEWS

Welcome Back

Coronavirus (COVID-19) / Returning to Campus / Welcome Back

We are preparing for the new semester with your health and well-being as our highest priority. The University of South Florida intends to resume in-person activities on our campuses beginning with Summer B (June 28, 2021).

Foundation for the Future: Resources



Human Resources



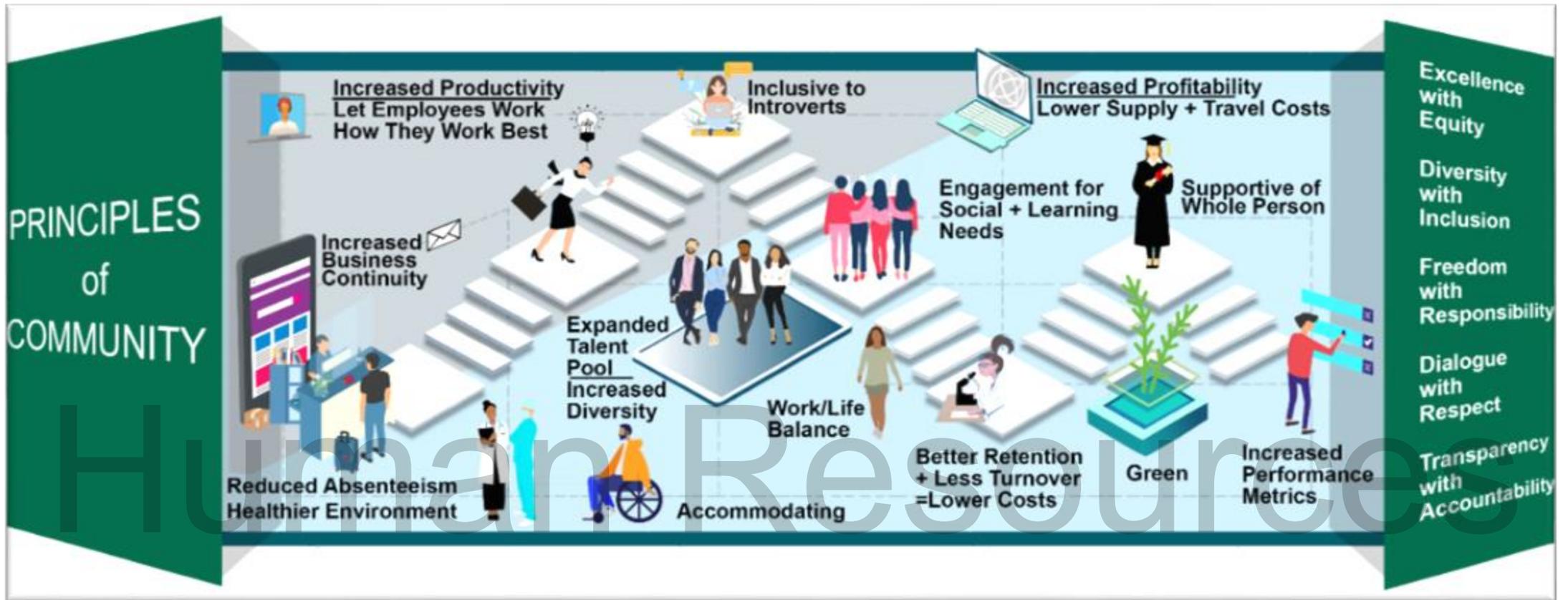
Return to Normal Operations

- *“Working in consultation with the Florida Board of Governors, USF and the other 11 State University System institutions are planning to transition to pre-COVID operations and pre-COVID classroom capacity beginning at the start of the Summer B session on June 28.”*
- No more than 30% of online instruction for Fall 2021.
- Many faculty already work within the hybrid workspace.

A man with dark hair and glasses is wearing a headset with a microphone. He is looking intently at a complex electronic device he is holding in his hands. The device has various colored components and wires. His right hand is raised, gesturing towards the device. The background is a bright, out-of-focus laboratory or office environment with large windows and modern equipment. The text 'Human Resources' is overlaid in a large, semi-transparent font across the center of the image.

Faculty

- Decisions about remote work and working hours made at the college/department level.
- Modality of course often based on what's best for student learning for that particular subject.
- Every department/college is vastly different.
- Some examples that may require a faculty member be on campus:
 - The individual department requires in-person office hours
 - The faculty member is on a committee that requires in-person attendance
 - Research requires the faculty member to be in a lab

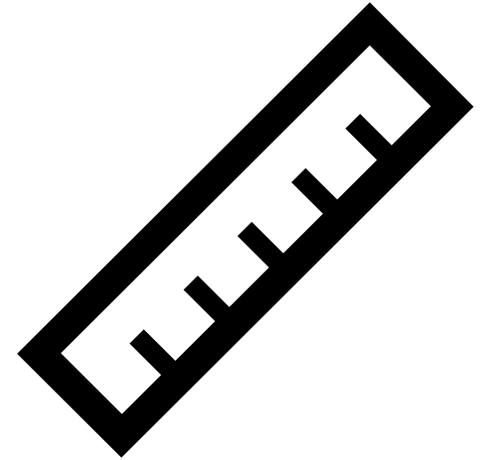


Benefits of a Hybrid Workplace

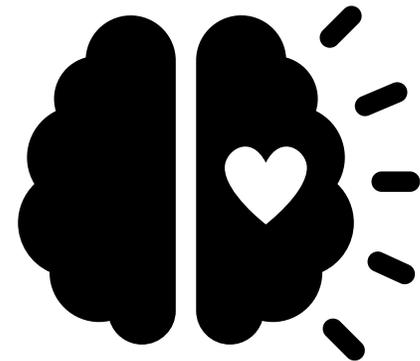
(Hybrid: Combo of people working on-site and remotely)

Benefits to Diversity

- Equity for Employees: One size does not fit all. To the extent possible, let people choose where they work best.
- The traditional setup rewards people who are present but not necessarily contributing, often certain personality types. Hybrid assessments are based on output.
- Neurodiversity: Allowing a flexible setup better allows for social and emotional inclusion.



Resources



Eligibility and Best Practices

Human Resources

Central HR will not be deciding who can work remotely. We provide (1) resources to guide discussion between employees and their leaders if a flexible work arrangement is of interest and (2) guidelines based on the Flexible Work Policy.

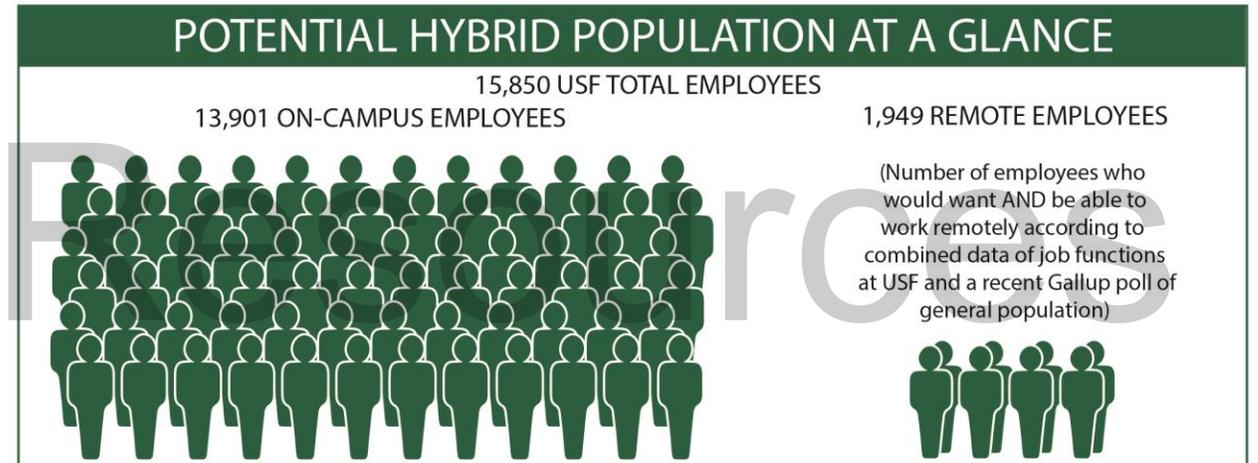
Who is Eligible?

For remote work, the employee

- Must be able to perform all essential functions of assigned duties
 - Includes contact that is necessary between coworkers and customers
- Have history of satisfactory performance
- Current position descriptions and/or assignment of duties on file
- Must have all equipment and access to information needed
 - Generally, equipment and/or services owned or paid for by the University will not be provided for an employee when the Flexible Work Agreement is authorized solely for the convenience of the employee.

Not all positions are compatible with working remotely.

- If full remote work is not an option, a schedule with some remote days may still be possible.

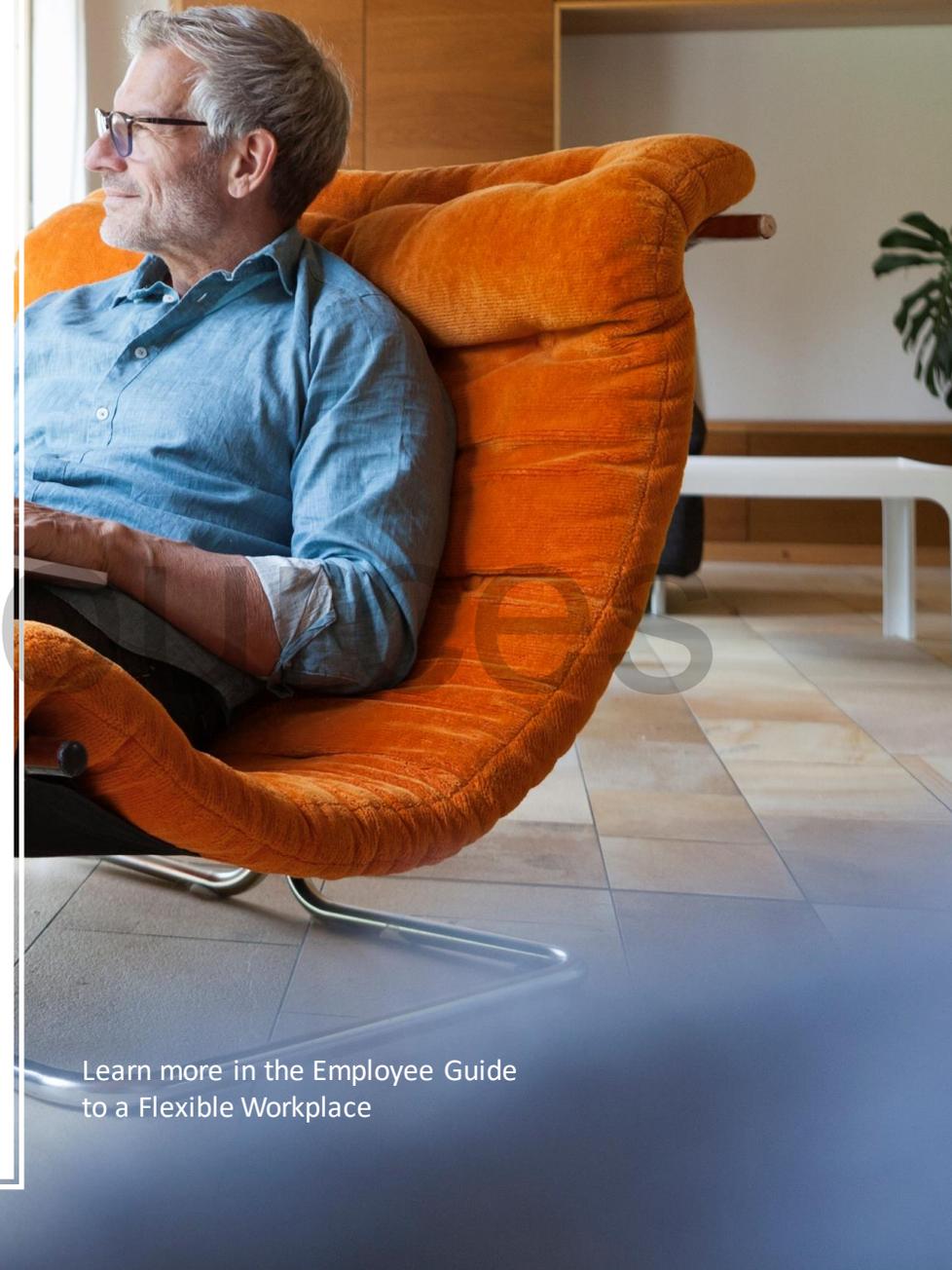


Policy Highlights

- [Policy 0-612](#) contains detail on the delegation of authority to grant flexible work arrangements, eligibility, approval, employee expectations, equipment, safety and more.
- Flexible work arrangements are privileges, not rights. The arrangement must be in the best interests of the University.
- **Securing University Information** University's record-keeping requirements and government laws, such as the Sunshine Law and the Public Records Laws, apply even if you are working on your own computer.



Learn more in the Employee Guide to a Flexible Workplace



Workspace

Remote work areas should:

- Allow space to stay focused and participate in meetings uninterrupted
- Be free from hazards and meet ergonomic standards

On-campus:

- Hoteling/hot-spotting may be an option at department's discretion

Worker's Comp Issues:

- Injuries sustained by the employee in a home office location and in conjunction with his/her regular work duties may be covered by the University's Workers' Compensation policy.
- **The employee is responsible** for notifying his/her supervisor of any injury immediately.

Learn More about workspace in these guides



Employee Guide
to a
Flexible Workplace



Creating a
Hybrid Office

Human Resources

Communication

- Needs to be frequent and deliberate
- Supervisors and employees should agree on all **considerations** ahead of time
 - Using TEAMS – what are the requirements for the department?
 - Are there certain hours to be available (by phone, email, etc.)?
 - What are the expectations for meetings?
 - How should you share information? There are several communication mediums at your disposal (Teams channels, email, etc.).

Employee guide offers tips for the employee (what mediums to use) and **Hybrid guide** offers tips for setup and defining early expectations to keep teams communicating and engaged.

Learn more about
communication in these guides



Employee Guide
to a
Flexible Workplace



Creating a
Hybrid Office

Supervisors

Access and communication

- Ensure direct reports are able to reach you.
- Routinely check in with each employee, one-on-one.
 - What are your goals for today/this week?
 - Are there any project updates or roadblocks?

Equity

- Similarly situated employees should be treated with fairness and given the same work-related opportunities.
- Make sure decisions, which address remote workers and more traditional workers, are balanced.

Measuring Performance

- Measure for each employee using the same metrics to measure whether objectives are being met.

Learn more in the Employee Guide to a Flexible Workplace



Employee Guide to a Flexible Workplace

Learn more in the Guide to Performance Management

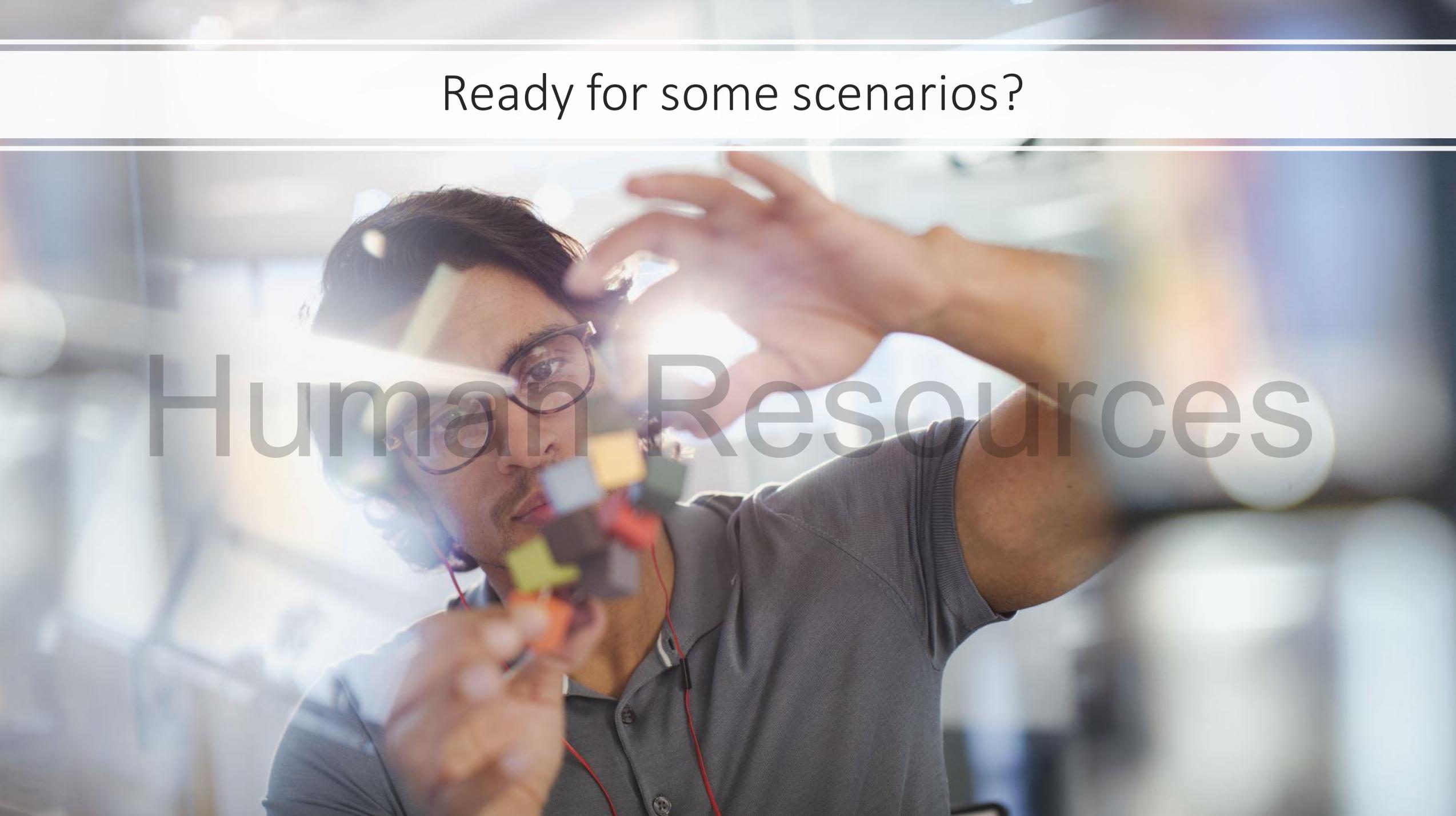


Guide to Performance Management



Ready for some scenarios?

Human Resources



Harvey

- Harvey is a mechanic who repairs Bull-Runners and other campus vehicles
- He completed the Employee Assessment indicating that he utilizes equipment on-site every day.
- Is Harvey's role a good fit for remote work?



Harvey's job requires him to be on-site to perform his duties.

Other examples may include groundskeepers, clerical assistants or other positions in which employees cannot access needed information or resources from a remote location.

Cynthia

- Cynthia writes reports for a research team.
- The work Cynthia does is based mainly on her knowledge and skills.
- Occasionally, she does make presentations to groups and/or teams.
- Is Cynthia's role a good fit for remote work?



As long as she has access to whatever information she needs to perform her job, she may be eligible to work remotely. Depending on the requirements of the meetings, she may need to attend some work days in person. These details should be clarified in the beginning.



Bo

- Bo also writes reports for a research team.
- Over the last few months, Bo has been having trouble meeting deadlines and is on a Performance Improvement Plan (PIP).
- Is Bo's role a good fit for remote work?



While Bo's position may be eligible for working remotely, recent performance issues make him ineligible. Once he finishes his PIP, he can ask his supervisor to re-evaluate his eligibility.

Martina

- Martina works as an executive assistant in a senior leader's office.
- She has a combination of work that requires general administrative duties and greeting visitors when the leader is onsite.
- Is Martina's role a good fit for remote work?



While a portion of Martina's position may be eligible for working remotely, her presence is required to support the leader onsite, as needed. A hybrid arrangement may be possible.



Q & A

Human Resources

Thank you for attending!