

March 16, 2020

To all Faculty and Staff,

As you may be aware, FIU will begin implementing a temporary Remote Work/Work From Home Program throughout the university this week that will allow a significant number of our employees to work remotely. The university continues to remain fully operational during a time where aggressive efforts are being initiated to increase social distancing to help reduce the spread of the coronavirus.

This decision to increase remote work options among our faculty and staff is an important action FIU is taking to help keep our employees healthy while still serving our students, faculty and staff who need to work on campus in order to fulfill the academic mission of the university.

Given the magnitude of this shift to our workforce, today can be dedicated to preparing remote-eligible roles for this workplace model. Remote-eligible roles are those that are not customer facing or do not require physical presence on campus in order to perform essential jobs that are vital to campus operations as we serve our students, faculty, and staff. Only supervisors and personnel whose jobs cannot be fulfilled remotely or are vital to university operations are expected to report to work on campus. All other employees are to fully transition to a remote work model beginning today through at least Friday, April 4th. Employees who are unsure of their status must seek guidance from their supervisor. Supervisors are encouraged to consider various options toward the increase of social distancing. Social distancing information is [here](#) for your review.

Employees in non-benefits-earning or special categories, such as temporary and student employees, are also expected to work remotely during this time period. Supervisors are expected to direct and manage employees and their work assignments, as usual, to ensure the university remains fully operational.

The Supervisor Reference Guide may be found [here](#). Guidelines for employees regarding remote work may be found [here](#) along with [best practices](#). Please review them and complete the exercises noted. A telework agreement is forthcoming.

The expectations in a remote work model are as follows:

- All employees, on-site and working remotely, will fulfill all of their normal duties to the degree possible, and work hours.
- All employees are to remain connected to secured systems during working hours and follow all University policies related to access, data security, and data confidentiality. Employees should contact the Division of Information Technology at 305-348-2284 for technology related questions.
- If employees are in roles that do not traditionally accommodate remote work, supervisors are expected to assign other work, projects or professional development that can be performed remotely. The Division of Human Resources will assist in identifying alternative work assignments for these employees.

During this unusual time, it is imperative that supervisors work with each member of their team to confirm the remote work assignment, provide guidance for remote work, and set expectations. The work from home

arrangement is to begin today to the extent possible. Please avoid coming to campus and if you do, please stay away from others.

An employee who is unable to work due to a family care emergency may use accrued leave balances or leave without pay, to account for time away from work, with supervisory approval. All employees are still required to submit time through the normal payroll process by the appropriate deadlines. The Office of Employee Assistance remains available to support our faculty and staff.

A webinar will be hosted for all Directors and above, and HR Liaisons later this morning to field questions. Those individuals will receive an invitation directly. If you have any questions, please contact the Division of Human Resources at 305-348-2181.