



Why is Florida Poly transitioning to telework/telecommuting?

Having most of our University family at home during the COVID-19 pandemic will help keep you, your loved ones, and our entire community safe and healthy. By reducing the number of people who are in close contact with one another during this time, we are helping to slow the spread of the virus and giving our healthcare system time to prepare and to treat those who contract the coronavirus.

Who can telework/telecommute?

Many of our employees will be able to telework/telecommute during this time. Your supervisor will notify you if your position permits temporary teleworking/telecommuting for all or part of your schedule. However, some critical positions are ineligible for teleworking/telecommuting as they are part of necessary student support or other services.

How long will this arrangement last?

Temporary teleworking/telecommuting began on March 17 and will continue for a minimum of two weeks or until further notice. Please monitor your email and remain in close contact with your supervisor for updates.

The remote work arrangement will last until the threat of spreading COVID-19 subsides; we will follow the guidelines of health professionals and government officials. Your immediate supervisor will keep you informed of any changes to the telecommuting arrangement.

You will receive the most important and relevant updates via your Florida Poly email, including when regular on-campus work will resume. University-wide updates also will continue to be posted on our [home page](#) and our [COVID-19 webpage](#).

Do I need permission to telework/telecommute?

Employees must get their supervisor's approval to work remotely. Discuss your individual situation with your supervisor to determine whether your position has been identified as suitable for teleworking/telecommuting. You will be required to sign a telework [agreement](#) if you are approved to telework/telecommute.

Instead of teleworking/telecommuting, can I bring my children to campus?

For the safety of children and to ensure professional and efficient performance of academic pursuits, operations, and services, the University cannot accommodate children in campus workplaces, classrooms, offices, or other venues. If you are unable to work to attend to a family situation, you should utilize your annual or sick leave (depending on the circumstances) or make other arrangements with your supervisor.

My job cannot be performed remotely. Can I go home if I don't want to be exposed to a sick coworker?

Those whose positions are not eligible to telework/telecommute must be physically present in the workplace. Those who choose not to report to work must use approved sick leave or annual leave in order to be compensated during their absence.

Will my work hours be affected?

You are expected to work during your regularly scheduled hours and remain available for communication during this time. Non-exempt employees should continue documenting their hours worked per normal procedures. In keeping with current practice, supervisor pre-approval is required for any overtime.



What if I need to work from my office or go in to pick something up?

If you are teleworking/telecommuting, you should notify your supervisor if you plan to return to campus for any reason. You and your supervisor are responsible for managing good communication regarding job duties, time off, projects, deadlines, etc. University facilities will remain open should you need to retrieve something from your office. Please be sure to bring your University-issued ID badge to gain access to all buildings. Mileage to and from the University will not be reimbursed for this purpose.

What technology can I use to telework/telecommute?

Employees who have been issued a University laptop should use it to conduct University business. If you use your personal computer, you are responsible for ensuring that all information is maintained in accordance with all University policies including those on Florida Public Records Law and information security.

Please contact Technology Services at helpdesk@floridapoly.edu or [863-874-8888](tel:863-874-8888) if you need help signing into Office 365, Teams, Webex or other resources, such as VPN access; or if you have questions about information security while working remotely.

You should forward your work phone to your personal phone for the duration of the telework/telecommute arrangement.

How can we hold staff/departmental meetings?

Technology is available to assist with online meetings: Webex (recommended) and Microsoft Teams. Contact the Helpdesk if you need help: helpdesk@floridapoly.edu or [863-874-8888](tel:863-874-8888).

What is expected of employees who are teleworking/telecommuting?

Employees are expected to complete their regular job responsibilities as agreed upon by their supervisor during the telework/telecommute period. Employees should be available and responsive during regular working hours and complete all expected tasks as scheduled.

Will the University pay for costs associated with setting up my telework/telecommute arrangement?

Phone and internet costs associated with teleworking/telecommuting are the responsibility of the employee and will not be reimbursed by the University. Neither will the University be responsible for operation, maintenance, or other incidental costs associated with the use of your home or other location as a teleworking/telecommuting site.

What if I have time off scheduled during the teleworking/telecommuting period?

Follow normal leave procedures if you have scheduled leave during this time.

What if I get sick while teleworking/telecommuting?

If you are unable to complete your work due to illness use Workday to request sick leave as appropriate during this time.

If you contract COVID-19 while teleworking/telecommuting, you should remain in contact with your health care provider as well as the [Florida Department of Health](#) and follow all quarantine, care, and other instructions you receive. You should also inform the Human Resources Department if you contract the illness and again when you have recovered.



I keep hearing about social distancing? What does that mean?

Social distancing is deliberately increasing the physical space between people to avoid spreading illness. Staying at least six feet away from other people lessens your chances of catching COVID-19.

I have questions or concerns and need to talk to someone, who can I contact?

These times may cause additional stress and/or feelings of uncertainty. Florida Poly wants to be certain that employees know they can always contact New Horizons, our employee assistance provider (EAP) with questions, concerns, or to seek out advice or guidance. Our EAP provides free and confidential access to a wide range of services to help employees and their families, including counseling, financial consultation, and wellness support. We encourage you to use this valuable resource by calling New Horizons at [844-208-7067](tel:844-208-7067) or visiting the [EAP website](#).

I have more questions. Where can I get answers?

There will undoubtedly be more questions from faculty, staff, and students as the COVID-19 situation continues to develop. It's important that we all stay in close communication during this unusual time. Employees should reach out to their supervisors or Human Resources if they have additional questions. If your supervisor doesn't know the answer, he or she will assist you in finding an answer. For specific questions regarding benefits, leave, or telework/telecommuting, please call at [863-874-8425](tel:863-874-8425) or email HR@floridapoly.edu. General University information and updates will be communicated via email, the University [home page](#) and the Florida Poly [COVID-19 webpage](#).

How do I maintain productivity during a remote work arrangement?

Working remotely may be challenging for some employees. Here are some tips to help maintain productivity during this time.

- Set up a dedicated, comfortable location to complete your work and that you can fully step away from when you are off the clock.
- Use communication tools to stay in touch with coworkers. It will be helpful for this interaction to continue in a teleworking/telecommuting scenario.
- Stay in close communication with your supervisor about progress on projects, deadlines and expectations.
- Your normal workday structure may be affected. Develop a structure that works for your new environment.

Will telework/telecommuting continue after the COVID-19 pandemic subsides?

Telework/telecommuting is a temporary arrangement that allows the University to continue operating and serving students during an extraordinary time. At the conclusion of this national emergency we anticipate a full return to normal on-site working policies.

How can I stay informed?

To stay informed about updates at Florida Poly, you should monitor your email, the University [home page](#), and our Florida Poly [COVID-19 webpage](#).

The following resources also can help keep you informed about the situation in your community:

- [City of Lakeland's coronavirus webpage](#)
- [Polk County webpage](#)
- [Orange County webpage](#)
- [Hillsborough County webpage](#)
- [Florida Department of Health COVID-19 webpage](#)
- [U.S. Centers for Disease Control and Prevention COVID-19 webpage](#)
- [World Health Organization Coronavirus webpage](#)