



University Staff (non-bargaining unit faculty and employees)

SUBJECT (R*)	EFFECTIVE DATE (R*)	POLICY NUMBER (O*)
ALTERNATIVE WORK SITE (FLEX PLACE)	July 2005	1710.015

POLICY STATEMENT (R*)

To be considered for an alternative work site option, employees should complete six months of employment in the department instituting the arrangement, except when an alternative work site has been agreed upon as a condition of employment and referenced on the offer letter.

Not all employees, supervisors, or job responsibilities are suited to alternative work site options. Human Resources is the ultimate authority in approving alternative work site options and shall use discretion in determining if the job responsibilities or the employee are suited to such an arrangement before approving participation.

Supervisors must monitor performance to ensure quantity and quality of work performed does not decrease while at the alternative work site. Failure to fulfill normal work requirements may result in the termination of the alternative work site option.

Both the supervisor and employee must sign an Alternative Work Site Option Form that will clarify the conditions of the arrangement.

For non-exempt employees, any hours beyond the normal work schedule must be authorized in advance by the employee’s supervisor.

Employees who are unable to work due to illness must use sick leave and must report their absence to their supervisor.

Alternative work site options shall not be used as a substitute for dependent or child care. Employees who participate in alternative work site options are expected to make dependent and child care arrangements during the period they will be working at home.

The pre-approved alternative work site agreement may be terminated based on business necessity.

REASON FOR POLICY (O*)

To administer the use of alternative work sites consistent with the University’s efforts toward work/life balance.

<p>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)</p> <p>Division of Human Resources Florida International University</p> <p>RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)</p> <p>Employee and Labor Relations Florida International University 11200 S.W. Eighth Street - PC 236 Miami, Florida 33199 Telephone: (305) 348-2079</p>	<p>The University Policies and Procedures Library is updated regularly. In order to ensure a printed copy of this document is current, please access it online at http://policies.fiu.edu/.</p> <p>For any questions or comments, the “Document Details” view for this policy online provides complete contact information.</p>
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***R = Required *O = Optional**