



GABLES/MARINE CAMPUSES

Hybrid Work Environment – Pilot Program FAQs for Managers

Eligibility

1. What is the Hybrid Work Arrangement Pilot Program?

The **pilot program** is being conducted for administrative functions on the Gables/Marine campuses during the 2021-2022 academic year **with an anticipated start date of Jan. 31, 2022** (a delayed start date as referenced in the [Remote/Flexible Work Policy](#)). Working with HR partners, engaged leaders in this effort are being asked to define an optimal service delivery model, designate an allocation of remote time per position, and secure approval from their respective VP or Dean prior to implementing hybrid work arrangements. We will be asking leaders to evaluate the outcomes of remote arrangements after the close of the first semester and adjust accordingly for the spring. [Click here to learn more.](#)

All approved remote arrangements granted as part of this Pilot Program are temporary and revocable during the evaluation period. To assist leaders on the Gables/Marine campuses on how to define appropriate remote work arrangements and lead a hybrid work environment, click here to review the [Managing in a Hybrid Work Environment Toolkit](#).

2. What is the distinction between a Management-Designated Hybrid Work arrangement and a flexible work or telecommuting arrangement?

A management-designated arrangement is one in which the percent of work that can be performed remotely is defined for each position to be assessed during the Pilot Program. The objective is to assess whether these work arrangements could become part of the position's job requirements after the Pilot Program has ended. The [Workplace Flexibility - Telecommuting](#) policy provides the opportunity for individuals to request different work arrangements, which are typically temporary or seasonal in nature and require management approval and ongoing evaluation to ensure the needs of the unit are met. Such individual arrangements might include telecommuting but may also extend to models such as different work hours or compressed workweeks, particularly for hourly staff.

3. Can staff hybrid work schedules be changed?

Yes. All approved remote arrangements granted as part of this Pilot Program are temporary and revocable during the evaluation period. If management terminates the remote work arrangement during the Pilot Program, the employee will be given as much advance notice as reasonable under the circumstances and not less than a two-week notice period; except when Tier 1 employees, as defined in [University's Declared Emergency, Employee Responsibilities, and](#)



Compensation policy, are required to report to onsite work in an emergency. If after appropriate notice, the employee is unable to resume their full-on campus work duties in effect pre-pandemic, the University will assume that the employee has resigned their position.

If job requirements change after the pilot program is complete, the job description will need to be modified.

Expense Eligibility and Reimbursement

4. My direct report is part of the Hybrid Work Pilot Program. Should they still obtain a parking permit on campus?

Each employee will need to assess their situation and determine which option is best for their individual needs, both in terms of cost and convenience. The following are examples as you consider your situation:

- An employee who is returning full time onsite for the foreseeable future who chose not to purchase a permit, can do so upon return. However, while they will be able to get a parking permit, it may not be at their preferred lot location and will be based on availability.
- For those who may only come to campus occasionally, there is a daily option to consider. For information on short-term parking information, [click here](#).

5. Is there an allowance for hybrid work?

Effective at the start of the Pilot Program (Jan. 31, 2022), staff employees scheduled to regularly work remotely at least two (2) days per week (or monthly equivalent) may be eligible for a \$75.00 monthly pre-tax allowance. The monthly pre-tax allowance to part-time employees will be prorated. Remote work allowances must be authorized by the employee's supervisor. The allowance is provided to contribute toward the cost associated with data, internet, office furniture, or other expenses associated with working remotely. The University will not reimburse telecommuters for any home-related or other agreed work location expenses, such as construction, renovations, heating, air conditioning, lighting, or electricity.

An approved Remote Work Assignment, with appropriate approvals and authorization, must be in Workday. The non-taxable allowance will be provided through payroll and is included in the employee's payroll direct deposit. Upon completion of this process, the allowance will be nontaxable within the next pay period. An earning code and object code are used to track this expense. The non-taxable allowance is not included in compensation for purposes of determining University retirement coverage or other benefits. The employee must have access to monthly phone and/or internet vendor invoices, or other expenses associated with working remotely that can be produced upon request by a University representative or the Internal Revenue Service.



6. My direct report has a pre-approved cell phone stipend; how will the hybrid work environment stipend impact this?

Staff who work on Gables/Marine campuses and work remotely at least 2 days a week (or monthly equivalent) will continue to receive the monthly cell phone stipend of \$48.00, which may be offset by an additional \$27.00 for a monthly total of \$75.00 to contribute toward the cost associated with data, internet, office furniture, or other expenses associated with working remotely. If you have any questions on the pre-approved cell phone stipend, please contact your cost center manager.

7. Do I need to input the designated hybrid work schedule in Workday?

Staff who are assigned to work remotely will be notified by their manager and the appropriate designation will be entered into [Workday](#) by the Manager or HR Partner.

Non-exempt staff and managers are required to comply with all timekeeping and overtime regulations defined by state or federal law (e.g., the Fair Labor Standards Act), and/or University policies. Non-exempt employees working remotely are required to enter their time (clock in and clock out) into Workday in the same manner as when they work onsite. Overtime-eligible employees must receive approval from their manager to work overtime and managers must ensure accurate recording of hours worked.

8. What is reimbursed for printing costs for staff remote work location?

Staff should work with their leaders to determine the true need for printing supplies. As we adopt greener practices and workflows that are primarily electronic, the use of printers and printing supplies should be minimized.

The University will not reimburse employee out-of-pocket expenses for materials and supplies that are reasonably available at the regularly assigned onsite work location. Expenses for other office supplies will not be reimbursed, **unless** there is prior approval by the employee's supervisor. Supervisors may approve office supplies shipped directly to their remote employees when deemed reasonable.

9. Will staff be allowed to work remotely while traveling on vacation?

Generally, working on vacation is not encouraged and hourly employees are not permitted to work at all while on vacation. Vacation is an opportunity for individuals to rest and recharge. If an individual is working, then they are **not** on vacation.

10. Can staff work in a state other than Florida as part of this pilot program?

The supervisor may consider a temporary request from a staff member to work out of state if the assignment is designated as primarily remote for the pilot program, but all requests require prior notification and approval from HR to ensure that all state regulations and tax requirements are in compliance.



11. What if a staff member hurts themselves while working remotely? How do we handle workers' compensation claims for remote workers?

Remote workers are covered by the [University's worker's compensation program](#) during work hours and while performing work functions in the designated work area of the remote office. The employee's designated workspace will be considered an extension of the University's workspace for purposes of worker's compensation. Therefore, the University will continue to be liable for job-related accidents that occur in the employee's workspace during the employee's working hours. The employee's work hours will conform to a schedule agreed upon by the employee and their immediate supervisor. An accident may not be covered under worker's compensation if the employee deviates from his/her employment duties and responsibilities and/or if the employee temporarily abandons their job.

12. How will staff members' performance be evaluated while remote working?

Supervisors will evaluate staff members' performance in the same manner as they would if they were onsite. Supervisors should focus on communicating clear expectations, setting goals, and reviewing outcomes. Review the *Building a Culture of Belonging* section in the [Managing in a Hybrid Work Environment Toolkit](#).

13. Can I allow employees to continue to work remotely if they are unwilling to comply with the COVID-19 or flu vaccination requirements?

No. To ensure the safety of our workforce, the University of Miami requires that all faculty and staff receive influenza (flu) and COVID-19 vaccinations regardless of their work designation as outlined in the COVID-19 Preventive Measures in the Workplace policy.

Equipment and Technology

14. What should a staff member do if they have internet connection issues while working?

The University of Miami Information Technology (UMIT) department provides support remotely via telephone or videoconference for troubleshooting issues. If the University-owned equipment requires servicing or repairs, the employee may be required to bring the equipment to a University location.

We ask that those experiencing internet connection issues first review the [home Wi-Fi FAQs and tips](#). For technical support, please contact the UMIT Service Desk at: (305) 284-6565 or help@miami.edu.



The University of Miami has created additional support for remote technologies that allow faculty and staff to continue their activities and are a powerful strategy for business continuity. [Learn more.](#)

15. What if my laptop does not currently have a camera or audio capability?

A webcam can be purchased through the marketplace in [Workday*](#). Most webcams have built-in microphones which provide the necessary audio capability; however, purchasing a headset with a microphone as well may improve audio.

- *Instructions for accessing the marketplace: On the [Workday](#) home page, select the Purchases worklet, select Connect to Supplier Website, select the OK button, and select the Connect button to enter the marketplace.)