

# Family Partnerships of Central Florida

## PROCEDURE

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<b>Series:</b>	<b>HR Practices</b>	<b>COA:</b>
		<b>CFOP:</b>
<b>Procedure Name:</b>	In-Office, Remote and Hybrid Work Arrangements	
<b>Procedure Number:</b>	HR-2813	
<b>Reviewed Date:</b>	N/A	
<b>Revision #/Date:</b>	N/A	
<b>Effective Date:</b>		
<b>Applicable to:</b>	All employees, Family Partnerships of Central Florida	

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**PURPOSE:** This policy outlines the guidelines for employees to split their time between working in the office and working remotely, aiming to provide flexibility while maintaining productivity and collaboration within a company, essentially balancing the benefits of both in-office and remote work environments.

During an emergency situation, including a pandemic health crisis, the Telework/Remote Work Program will play a vital role for the Agency's continuity of operations by preserving essential agency, headquarters, and/or center functions and providing an option for employees to continue working during times when they may be prevented from reporting to their regular worksite.

### **PROCEDURE:**

Family Partnerships of Central Florida has established the following guidelines for in-office and remote work. This policy allows employees to choose when and where they work based on their needs and job requirements. Employees schedules will be managed by the supervisor. Any exceptions must be approved by the department Director or Administrator.

Eligibility for Telework does not confer an entitlement; participation is voluntary and subject to supervisory approval based on the needs of the organization to perform its mission and business-related requirements as an uncompromising factor of consideration and is subject to change.

Please contact the HR department with any questions you may have.

### **Procedures**

Each employee should work with his or her manager to determine an appropriate work arrangement. Job descriptions will include the work options for each position.

Managers will review work arrangements annually and make changes as warranted by business needs.

### **Work Arrangement Options and Guidelines**

#### **Full-Time In-Office**

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**Eligible Employees:** This option is available for all employees. Receptionists and administrative assistants will be required to work full-time in the office, unless other arrangements have been made with the individual's supervisor.

**Scheduling:** In office hours are 8am to 5pm, Monday through Friday, except on company observed holidays or days off. The location will be at the employee's assigned work location, unless their work detail requires another location.

## Hybrid In-Office/Remote Work

**Eligible Employees:** All employees, except for receptionists and administrative assistants.

**Scheduling:** Employees must spend a minimum of two days working from the office, Monday through Friday, for a full day. Employees are also expected to work in-office when requested to facilitate face-to-face collaboration and team building as determined by their supervisor. The other three days may be worked remotely from a secure location. The location will be at the employee's assigned work location, unless their work detail requires another location.

**Communication:** Employees are expected to be available, whether working remotely or in-office Monday through Friday from 8am until 5pm, except during breaks and lunchtime. Employees must communicate to their supervisors each day when they are away from work for more than a reasonable time period. While working remotely or in office, employees must be easily reachable and are expected to be available via phone and Teams with their cameras on.

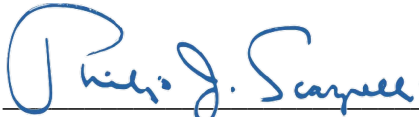
## Full-Time Remote

**Eligible Employees:** Based on job description and programmatic needs.

**Scheduling:** Employees working on a full-time remote schedule are expected to work a standard schedule from a secure location. Most schedules will be Monday through Friday from 8am to 5pm unless scheduled off. Any variations must be approved by your supervisor prior to starting.

**Communication:** Employees are expected to be available Monday through Friday from 8am until 5pm, except during breaks and lunchtime. Employees must communicate with their supervisors each day when they are away from work for more than a reasonable time period. While working remotely, employees must be easily reachable and are expected to be available via phone and Teams with their cameras on.

BY DIRECTION OF THE PRESIDENT AND  
CHIEF EXECUTIVE OFFICER:



PHILIP J. SCARPELLI  
President and Chief Executive Officer  
Family Partnerships of Central Florida

APPROVAL DATE: 03/03/2025