## TASK FORCE RECOMMENDATIONS

The task force based their recommendations on research and input throughout the division. We have summarized our findings and attached a detailed addendum.

### Hybrid Work Structure

The committee suggests a hybrid work schedule with an allowance of up to 60% of work time spent off-site. Sixty percent is equal to working 2 days on-site and 3 days off-site per week for full time employees. The established guidelines from the Division and UCF will be the basis for each team's plan.

### Eligibility

Employees eligible to work a hybrid schedule must meet the following criteria:

- At least six months employment tenure (exceptions at the discretion of supervisor)
- A satisfactory performance appraisal
- Reliable internet, bandwidth no less than 20 Mbs at off-site location
- Distraction-free off-site environment

The perk to work off-site is a privilege, not a right and can change based on circumstances. Those circumstances include performance issues or inadequate off-site work environments. At the supervisors' discretion, employees may also need to work on-site to do a specific task.

### Transition

We recommend a gradual transition period. We are experiencing a change not only in location but transitioning out of a pandemic as well. The difficulty and pace of change will vary for every individual. The transition period could be optional and start as early as Summer B semester. The structure of this transition period could be one day per week of on-site work.

We recommend the use of campus services to aid in the transition. The Professional Development team should include sessions on remote work.

### Getting Started

We recommend a supervisors' retreat to outline the hybrid work plan. This will serve as a framework for the Division's hybrid work environment.

### Team Plans

Teams will develop an easy-to-implement plan that prioritizes culture, innovation, flexibility, and accountability. Schedules and expectations should be accessible in a digital format. Before implementation, the division's leadership will review each team's plan.

**Expectations:**

Supervisors are responsible for establishing, implementing, and monitoring their team's plan. Their efforts will focus on establishing trust and a culture of innovation. Regular and intentional communication and status updates with team members will occur. Supervisors will ensure inclusion and equity processes adherence for all team members.

Leadership/Administration will communicate clear hybrid work guidelines. They will ensure employees feel supported and address challenges as they occur. We recommend a three-month evaluation of the program using input from team leads.

**Training**

Employee training and support will be ongoing and collaborative.

**Communication**

We recommend the use of UCF campus-wide supported platforms (e.g., Outlook, MS Teams, Zoom). Email is the official communication channel and requires timely responses. Communication within teams, can use Slack or another team specific communication channels.

Each team member is to use a calendar system (e.g. Outlook) with a status feature kept up-to-date. Scheduled meetings should accommodate both on-site and off-site participants. Meeting should include a Teams or Zoom link and recorded as needed for those who cannot attend.

**Technology**

All employees must meet minimal technology requirements to support off-site work. Employees must have computer equipment and reliable internet. The Division will provide one set of necessary technology for on-site locations.

Technology to support both face to face and online meetings to be in all DLC meeting spaces.

**SUBMITTED BY:**
Anita Gabbard, Operations Manager; (Co-Chair), Division of Digital Learning (DDL); Ian Turgeon, Sr Web & Applications Developer; (Co-Chair), Center for Distributed Learning (CDL); David Amaro, HR Generalist, AA Business Center; Jennifer Gonzalez, Student Coach II, UCF Online Connect Center (UOCC); Roslyn Miller, Associate ID, CDL; Jonathan Pizzo, Web Project Analyst, CDL; Cat Puckett, Assistant Vice President, Human Resources; Ryan Seilhamer, Assistant Director, Mobile Strategies; Chris Rose, Program Director I, Continuing Education (CE) Ashley Salter, Associate ID, CDL; Joan Sather, Director, Student Coaching, (UOCC) Shea Silverman, Integrations Team Lead, Web Applications Developer II, CDL; Mireya Ramirez, OPS Graphic Designer, CDL; Kenneth Williams, Continuing Education Coordinator, CE

See attached addendum for more detailed information.