



Florida Fish and Wildlife Conservation Commission
Interim Policy Memorandum
IPM 2021-01

**Florida Fish
and Wildlife
Conservation
Commission**

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*Managing fish and wildlife
resources for their long-term
well-being and the benefit
of people.*

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Date: July 30, 2021
To: All FWC Staff
From: Eric Sutton, Executive Director
Subject: Telework Program

Effective immediately, these guidance criteria are in addition to all legal requirements of s. 110.171, F.S., as well as the requirements of [IMPP 6.47](#), Telework, unless inconsistent with this IPM.

1. Each D/O will evaluate and determine to what extent, if any, their staff will participate in the FWC Telework program. In evaluating the programs possible benefits to the agency and staff, D/O's must ensure that the business needs of their D/O, and FWC as a whole, are not compromised.
2. In the evaluation of positions and employees for possible telework status, D/O must use the uniform criteria provided by the Chief Operating Officer. This will ensure a consistent evaluation process across the entire agency.
3. No new Home is Office agreements will be authorized after the effective date of this IPM. A telework agreement will be used for work arrangements that are 100% remote. Pre-existing Home is Office agreements will be evaluated during the employee's annual review or when the position becomes vacant, whichever comes first, and transitioned to a new telework agreement, if appropriate, at that time.
4. At a minimum, pre-existing telework agreements will need to be reevaluated by Human Resources and the D/O Director during the employee's annual review or when the position becomes vacant, whichever comes first.
5. The classification status of telework for agreements executed after July 30, 2021, will be for 'optional' telework status. If it is determined by the D/O that a position needs to be designated for 'required' telework, the Director shall contact Human Resources prior to the evaluation of the position and submission of a telework agreement.
6. On any one day, a D/O may not authorize more than one quarter (1/4) of their staff (FTE and OPS) to be on telework and/or Home is Office status. This one quarter (1/4) requirement includes pre-existing telework and Home is Office agreements. Seasonal workers will not be included in the aggregate count.
7. All Telework agreements for FTE and OPS staff shall contain a minimum of two (2) performance metrics, which shall be tracked by the supervisor. Telework agreements completed for FTE's will be uploaded to their performance expectations in People First.
8. The state will not be responsible for personal internet or personal phone service.
9. Printers and printing supplies are not permitted to be purchased for 'optional' telework agreements.

This guidance shall remain in effect until modified or rescinded.