



FLORIDA STATE UNIVERSITY  
OFFICE OF HUMAN RESOURCES

An important message from FSU Office of Human Resources

**This message has been approved by Renisha Gibbs, Associate Vice President for Human Resources and Finance & Administration Chief of Staff, for distribution to all Deans, Directors, and Department Heads.**

The University is incredibly grateful for the service and effort employees have exhibited in continuing our crucial business operations through remote work. It has been heavily stated already that we are experiencing unprecedented times due to the COVID-19 pandemic. We understand the stress and uncertainty that this pandemic has elicited.

Now more than ever, we encourage you to connect personally and professionally, and to find ways to continue the close relationships you have fostered in your teams. However, professional boundaries that were established in the office must be adhered to even now. During scheduled work hours, employees are representing the University and should adhere to established policies.

Specifically, the consumption of alcohol during work hours is prohibited. Please refrain from the consumption of alcohol during remote meetings if the meeting is considered work time and mandatory for faculty and/or staff. This does not prohibit you from using Zoom and similar platforms for informal, voluntary gatherings with your team. For gatherings during work time, consider hosting coffee hours and virtual lunch breaks as an alternative to “happy hour” which is only appropriate on personal time. Please see the [Coffee & Conversations infographic](#) for reminders about connecting professionally while working remotely.

**Questions?** For staff, please contact Tracey Pearson at [tvpearson@fsu.edu](mailto:tvpearson@fsu.edu). For faculty, please contact Rebecca Peterson at [rpeterson@fsu.edu](mailto:rpeterson@fsu.edu).