Recommended Guidelines for Remote Work Arrangements

The University normally requires that work be performed on University premises. Work units may consider temporary non-traditional work arrangements due to work needs or unique employee circumstances upon approval of the immediate supervisor and by an administrator one level above the supervisor. Prior to approval, the following factors should be considered and agreed upon by the supervisor and the employee:

1. Impact to job responsibilities:
   a. How responsibilities on the job description will be accomplished in the alternative work arrangement. Employee will be expected to continue to meet job expectations and availability to students and colleagues. Assess the impact to the workflow.
   b. Does the employee’s work and performance history indicate an ability to accomplish tasks independently?
   c. Assess whether any revision to the salary or job description is appropriate.
   d. Determine whether the arrangement being considered will cause the hourly paid employee to work more than 40 hours in one workweek, thus incurring eligibility for overtime compensation.

2. Communication planning:
   a. Determine a clear understanding between supervisor and employee about performance expectations and an agreed upon method for monitoring work output. How will feedback be provided to the employee? How will employee communicate productivity and accomplishment towards goals?
   b. Develop a plan for communication between the employee and the supervisor, in addition to colleagues and other relevant persons. Consider mode (phone, email, etc.), timing, and expected level of accessibility during the day.

3. Cost/Benefit Analysis:
   a. Assess the qualifiable costs, such as equipment, system requirements/availability, supervisory support, technical support, budget considerations (such as overtime).
   b. Assess the non-quantifiable costs, such as management oversight, interpersonal/team impact.

4. Technology and Equipment:
   a. Is the necessary equipment available? Is support/assistance necessary for set-up, installation, and maintenance?
   b. What are the other potential technological considerations, such as connectivity and security?
5. Work Schedule:

   a. Establish the days and hours for the workweek in compliance with relevant laws, such as the Fair Labor Standards Act (FLSA).

   b. Consider fluctuations in workload, availability, and other factors to prevent negative impact to students and colleagues.

In the event of emergency including natural catastrophe, fire or other significant disruption to facilities or the physical operations of departments, and in order to respond effectively to such disruptions and maintain critical functions, operations and services, supervisors are authorized to establish telecommuting arrangements with qualified employees for limited duration without strict regard for the guidelines and procedures contained in this policy. Such arrangements are to be maintained only until normal operations can be restored at the central worksite.

Under such circumstances, clear expectations and guidelines for responsibilities should be set. The following is an example of a memo setting such expectations.

Name of Employee,

I received your request to work from home temporarily due to special circumstances related to the Corona Virus. I approve you working temporarily from home effective March 17, 2020.

To ensure we are on the same page regarding your work, my expectations are as follows:

   • Transfer calls from your work phone to your cell phone or University softphone. Phone calls need to be answered as calls are received. If calls go to voice mail, check voice mail and return phone call in a timely manner.
   • Your work schedule remains the same as your current work schedule.
   • Work to be completed during this time includes:
     o E-mail follow up
     o Daily regular work
     o Working on assigned projects
     o Participating in meetings via zoom
     o Other tasks as assigned
   • Provide a summary of work completed (e-mail) on a weekly basis (Fridays)
   • Performance expectations are the same as when working on site.

Please let me know if you have any questions.

Name of Supervisor

Documentation of such arrangements should be kept on file by each supervisor.