To: Deans, Directors, and Chairs
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          Human Resources, Diversity, and Multicultural Affairs
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Subj: Temporary telework guidelines in light of COVID-19

This guidance is to help supervisors, employees, and departments set up temporary remote work arrangements quickly and successfully, in light of the memo that went out to the campus community earlier today and attached here. In determining if remote work is appropriate, supervisors and employees should consider the following:

- **Remote work requires supervisor and dean/department head approval.** Supervisors need to consult with their dean/department head or delegate before finalizing plans with individual employees to work remotely. Specific arrangements should be documented using a telework agreement. Please note that some work at the University is not suitable for remote work.

- **Think creatively.** Consider how and what the work priorities are now that the University has shifted to remote instruction.
    - Identify projects, functions, and priorities that align with temporary remote work parameters.
    - Employees may not be able to, or need to, perform their "usual" tasks during this time. For example, it may be appropriate for an employee who usually staffs the front desk and answers phones to be temporarily assigned to organize electronic files, enter information into a spreadsheet, or compile data or information needed for a project.
    - Employees may perform activities across departments, if there is operational need: if one department within a college or division has a large project that requires a lot of dedicated time, employees from other departments may be assigned to assist with that project.
    - Employees may be assigned to work not specified in their job descriptions, on a temporary basis, if it benefits the University during the current COVID-related situation and allows for the employee to work from home.

- **Set parameters and establish expectations.** This includes setting deadlines and work schedules. While all employees must still work their "normal" (37.5 or 40 hours, as applicable) work week, some flexibility is reasonable with respect to when employees get their work done.
    - Establish "core" hours when employees must complete work. Most employees should maintain their normal hours, e.g., 8:00-4:30. With the

supervisor's permission, there may be some additional flexibility, for example, all work may be required to be done between 6 AM and 6 PM.

- o Establish clear expectations of times when employees must be immediately responsive to calls and emails.
- o Non-exempt employees may not work more hours than their normal daily (7.5 or 8 hour) schedule. Except in extreme circumstances, as directed by a supervisor in advance, non-exempt employees who are teleworking are not eligible for overtime.
- o All employees must record their specific hours worked on a daily basis and report them weekly, and supervisors should carefully review hours worked before approving.
- o Supervisors must specify communication expectations, including the use of particular software (such as Microsoft teams), and identify necessary equipment and supplies.

- **Supervisors need to ensure that they continue to engage and communicate regularly with the people who report to them.** With proper planning, communications problems associated with remote work can be minimized.
    - o Establish a regular check-in schedule with direct reports.
    - o Continue regularly-scheduled meetings over the phone, or through the Microsoft Teams platform.
    - o Articulate clear procedures regarding check-in times and hours of availability.

- **The University's paid-time-off policies continue to apply to employees who are unavailable to work while working remotely.** Employees must continue to report time in PeopleSoft, and supervisors should continue to review exception time through PeopleSoft for their direct reports as applicable.

- **Needs will change as the situation evolves.** Supervisors and their direct reports will need to remain in close communication while working remotely. Teleworking arrangements established under COVID-19 are expected to be temporary, and a general communication to campus will direct all teleworking employees to return to their normal worksites at some point in the future. However, the University reserves the right to rescind approval for an employee to telework at any time.

Additional information and guidance about teleworking will be added to the Human Resource Services' COVID-19 [Frequently Asked Questions](#).