Pandemic Plan: Remote Work Policy

Objective
Temporary remote work arrangements for all eligible employees at the University of Northern Colorado are strongly encouraged to help the university adhere to the recommendations from the CDC regarding social distancing related to COVID-19.

Remote work allows employees to work from home or in a satellite location for all or part of their workweek.

The Human Resources Department considers remote work to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Remote work is not an entitlement, it is not a university wide benefit, and it in no way changes the terms and conditions of employment with UNC.

Procedures
Any remote work arrangement made will be on a temporary basis and will be adjusted as we receive more information from the CDC regarding recommended precautions.

Eligibility
Any non-essential personnel are encouraged to work from home, if possible to assist with social distancing and limiting the spread of COVID-19.

Before entering into any remote work agreement, the supervisor, with the assistance of the human resource department, will evaluate the suitability of such an arrangement, reviewing the following areas:

- Job responsibilities. The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a remote work arrangement.
- Equipment needs, workspace design considerations, and scheduling issues. The employee and manager will review the physical workspace needs and the appropriate location for the remote work.

Evaluation of employee performance during the period will include regular interaction by phone and e-mail between the employee and the manager and weekly check-ins to discuss work progress and problems.

An appropriate level of communication between the employee and supervisor will be agreed to at the start of the remote work.

Equipment
On a case-by-case basis, University of Northern Colorado will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each remote work arrangement. The human resources and information technology and management departments will serve as resources in this matter. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. University of Northern Colorado
accepts no responsibility for damage or repairs to employee-owned equipment. University of Northern Colorado reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The remote employee must agree to take appropriate action to protect the items from damage or theft. Upon the end of the remote work, the employee must return all university property to the university, unless other arrangements have been made.

University of Northern Colorado will supply the employee with appropriate office equipment, if available.

The employee will establish an appropriate work environment within their home for work purposes. University of Northern Colorado will not be responsible for costs associated with the setup of the employee’s home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

**Security**

Consistent with the organization’s expectations of information security for employees working at the office, remote work employees will be expected to ensure the protection of proprietary university and customer information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

**Safety**

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with their regular work duties are normally covered by the university’s workers’ compensation policy. Remote work employees are responsible for notifying the employer of such injuries as soon as possible. The employee is liable for any injuries sustained by visitors to their home worksite.

Remote work is not designed to be a replacement for appropriate childcare. The focus of the arrangement must remain on job performance and meeting business demands.

**Time Worked**

Remote work employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using University of Northern Colorado’s time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter’s supervisor. Failure to comply with this requirement may result in the immediate termination of the remote work agreement.
Steps Supervisors should take:

1. Identify employees in your department who can complete their work duties from a remote location.
2. Determine whether the employee has adequate equipment to work from the remote location.
   a. Do they have a reliable and secured internet connection?
      i. If yes, proceed with next steps.
      ii. If no, remote work may not be available at this time.
   b. Do they have a university laptop?
      i. If yes, they should not need additional equipment.
      ii. If no, do they have adequate equipment (laptop, desktop computer, printer, etc.) at home that can be utilized for work purposes temporarily?
         1. If yes, can they access the UNC content from these remote devices? (See IM&T list of accessing content https://www.unco.edu/information-management-technology/covid-info.aspx)
   c. Do they have a phone that they can utilize to return calls to customers?
      i. If yes, proceed with remote work.
      ii. If no, can these calls be routed to a coworker who does have access to a phone to respond to calls?
         1. If yes, determine who will take on this responsibility and communicate this clearly to both employees.
3. Document which employees will be working remotely.
4. Determine
   a. Complete a Remote Work Agreement signed by the employee and supervisor
   b. Employee will need to complete Remote Work Safety Checklist
   c. Send copies of these documents to HR when complete
   d. Provide HR a list via email of all the employees who will be working remotely and those who will be working on campus from your team.