



Employee Expectations – Temporary Teleworking Arrangement

As of: March 11, 2020

Due to the coronavirus pandemic (i.e., COVID-19), and in an effort to promote social distancing as recommended by health officials and experts, the University will permit certain employees to telework on a temporary basis, from March 12, 2020 through April 5, 2020, as follows:

- 1) Employees will be notified by their manager whether or not their position permits temporary teleworking to complete job responsibilities for all or a portion of their schedule. If not, they are expected to be physically present in the workplace. Employees must confirm with their manager whether and to what extent they are able to telework. Employees who have any questions regarding why their position has or has not been identified for temporary teleworking should discuss those questions with their manager.

- 2) If your position is identified for telework,
 - a. Respond to your manager with your planned teleworking schedule,
 - b. Work with your supervisor to identify job responsibilities/duties to be completed remotely,
 - c. Ensure you have the proper resources and supplies to effectively telework,
 - d. Familiarize yourself with the guidance of [HRG02](#), although the approval process outlined in [HRG02](#) is waived for this specific situation,
 - e. Be available for communication during normally scheduled work hours, and work with your supervisor to ensure communication methods are in place (Zoom, Skype, Teams, phone, email, etc.),
 - f. Safeguard University resources and protect the confidentiality of University data at all times.
 - g. Ensure proper ergonomics in your remote workspace,
 - h. Notify your supervisor if you plan to work on campus for any reason,
 - i. Follow normal call-off procedures, if the need arises,
 - j. Update your [contact](#) and [emergency contact](#) information in Workday,
 - k. Utilize the University's [Employee Assistance Program](#), as needed.
 - l. Non-exempt employees should continue to document their hours worked as per normal procedures. Pre-approval for overtime must be obtained by the employee's supervisor, as applicable.



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- m. Check the [PSU Coronavirus Information](#) page for updates regarding continued measures Penn State is taking to prevent the spread of COVID-19.
- 3) If your position is not identified for telework,
- a. Report to work as usual, unless otherwise notified,
 - b. Schedule meetings using technology, such as Zoom, Skype, etc., to make the meeting accessible to those that are teleworking,
 - c. Take precautions to protect yourself and others from the spread of illness. The CDC's recommendations for preventing illness can be found at [cdc.gov](https://www.cdc.gov),
 - d. Check the [PSU Coronavirus Information](#) page for updates regarding continued measures Penn State is taking to prevent the spread of COVID-19.