



Manager 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. Guidance for managers is as follows:

- 1) Managers will identify which of their employees are expected to be physically present in the workplace, and which employees can complete job responsibilities via telework for all or a portion of their schedule. Managers must communicate each employee's status in writing/email (copy to unit HRSP/HRC); this status should also be verbally communicated to the employee.
- 2) If your employee(s) must be physically present in the workplace, please be prepared to explain why their work cannot be done remotely. Provide specific reasons/examples. If there are barriers that are preventing employees from telework, be creative and explore options to remove those barriers. If the job simply cannot be done via telework, the employee must report to work as usual, unless otherwise notified.
- 3) Managers will promote and encourage remote telework arrangements during this temporary period for employee work responsibilities which can be, or modified to be, completed remotely.
- 4) Managers will work with employees to plan the work duties/responsibilities which will be completed remotely. Managers should help employees overcome barriers which may prevent the employee from working remotely (scheduling remote meetings via Zoom/Skype, obtaining supplies, etc.).
- 5) Managers should familiarize themselves with the guidance of [HRG02](#), although the approval process outlined in [HRG02](#) is waived for this specific situation.
- 6) Managers will track teleworking schedules and arrangements for their employees, including identifying when employees may be working on campus.



- 7) Managers will support employees' requests for flexible schedules and/or paid time off for situations regarding employee illness, childcare arrangements, care for family members, etc.
- 8) Managers should regularly communicate with their employees and be available as needed.
- 9) Managers should encourage employees to update their [contact](#) and [emergency contact](#) information in Workday, and remind them of the University's [Employee Assistance Program](#).
- 10) Managers will notify their employees when the temporary telework arrangement has been lifted, and inform their employees of any changes, modification, suspension, or extension of teleworking expectations.