



Temporary Telework Arrangements During COVID-19 Outbreak

As of: March 11, 2020

In response to the current COVID-19 (coronavirus) outbreak, Penn State University is implementing temporary teleworking arrangements for non-essential employees. Managers and supervisors, including faculty who supervise staff, should promote and encourage telework arrangements for their employees whose work responsibilities can be, or modified to be, completed remotely.

Some positions within the University require the employees to be physically present in the workplace. These employees will be notified as such. These employees are expected to report to work as scheduled unless otherwise notified by their supervisor. Regular call-off procedures should be followed for such employees who are unable to report to work.

These arrangements are expected to be short-term, and Penn State will continue to monitor guidance from the CDC. This arrangement is valid until University in-person classes resume, which is currently expected to be Monday, April 6, 2020. If public health conditions worsen, and/or Penn State institutes stronger measures, some employees may be required to telework during or beyond this time. Employees should be proactive with their managers, to ensure they have the resources (project work, duties, supplies, etc.) necessary for continued telework in the event this temporary arrangement is extended beyond April 6.

During this temporary teleworking period, it is expected that all employees will perform at acceptable standards and be available for communication during normally scheduled work hours. Employees and managers should work together to ensure appropriate communication methods (Zoom, Skype, Teams, phone, email, etc.) are available and utilized. Employees are reminded of the expectations of safeguarding University resources and protecting the confidentiality of University data at all times. Employees should also ensure proper ergonomics in their remote workspace.

Should employees need to use paid time off during this period, they will be expected to follow normal call-off procedures.

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.

Employees are encouraged to update their [contact](#) and [emergency contact](#) information in Workday. Employees are reminded of the University's [Employee Assistance Program](#), which can be contacted at 866-799-2728.

The approval process for teleworking under [HRG02](#) is waived during this temporary period. However, we encourage temporary teleworkers to review the guidance of [HRG02](#). Questions regarding telework arrangements should be directed to your Unit [HRSP/HRC](#).