

Teleworking during COVID-19

Colorado State is committed to allowing employees to work remotely when necessary and possible in the coming weeks in response to the COVID-19 pandemic. This is intended to provide some framework and resources around telework arrangements. All telework arrangements related to COVID-19 must be approved by your supervisor and are temporary in nature.

What should be considered when evaluating a telework assignment?

- The ability to perform work away from normal work station
- Data security
- Equipment and technological capabilities
- Ensuring quality and quantity of work meet acceptable standards
- Ensuring accurate time records for non-exempt employees

Job Functions Typically Suited for Teleworking

- Working independently
- Reading, writing and data entry
- Working with computer or cloud based data
- Communicating via telephone
- Entering, reviewing or approving electronic information
- Research with access to the appropriate information

Job Functions Typically Not Suited for Teleworking

- Required in-person contact
- Providing physical services to a system, building or property
- Delivery of supplies to others
- Work that requires specific supplies, equipment or conditions
- Management or supervisory functions
- Some job functions may not appear to be transferable to teleworking, but arrangements may be made to allow teleworking

Supervisor Responsibilities

Review technology needs and resources. Ensure employees set up call forwarding and have the ability to access voicemail from home. Working with employees before teleworking assignment to ensure they have technology tools and systems to use.

Review work schedules. Be clear about expectation related employees working their normally scheduled hours or you may discuss a flexible schedule with employees based on need.

Develop a communication and accountability structure. Determine the frequency and method you and your employee will connect. Agree on the items expected during those reviews. Focus on deliverable performance quality and quantity.

Employee Responsibilities

Develop plan for success. Determine a work space free from distraction. Ensure you have all of the resources you need to perform the functions of your job. Set goals for your work load. Follow established breaks and rest periods.

Accurately record your time. For non-exempt employees, it is critical that you report your working hours accurately through Time Clock Plus. Seek approval before working overtime. **Communicate. Communicate. Communicate.** Ensure you are using technology to communicate with your supervisors and peers. Let your supervisor know if there are barriers to you being successful in your job, successes you have had and even drop them a note to say "Good Morning".



MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is being issued to permit a temporary teleworking arrangement in response to the extraordinary situation in the workplace caused by the COVID-19 pandemic. Pursuant to this MOU, an employee may telework provided that the employee's supervisor has determined that the employee's job duties are compatible with working remotely understanding you might not be able to perform all of your job's essential functions during this temporary period because you will be working remotely.

Scope

The teleworking arrangement contained in this MOU is intended to be temporary based on the extraordinary situation in the workplace caused by COVID-19 and may be revised or revoked at any time for any reason. The employee's duties, responsibilities and conditions of employment with CSU remain unchanged. The employee will continue to receive the same salary and benefits.

Work Schedule, Work Status and Standard of Conduct

Changes to work schedule must be approved in advance. The employee will perform only official duties while on work status at the remote location. Employee will not conduct any in-person work related meetings at the remote location. Employee agrees to be bound by all University regulations, policies and procedures while working remotely. A violation of these directives may result in immediate termination of the telework arrangement and possible disciplinary action.

Equipment, Resources and Supplies

CSU will not reimburse for the cost of off-site related expenses such as telecommunications equipment, furniture, printers, insurance, utilities, or other costs incurred by the employee. Employees must have and maintain the necessary personal or CSU issued equipment needed to perform job duties. Employees agree to obtain their supplies from CSU. Generally, out-of-pocket expenses for supplies will not be reimbursed. Exceptions must be approved by the supervisor prior to purchase.

Liability for Injuries

Employee acknowledges that the Employee is covered under the Workers' Compensation Law if they are injured in the course of performing work duties at the remote workplace. Employee will notify their supervisor immediately of any injury and will complete the required forms. CSU will investigate the report as soon as reasonably practicable under the circumstances. Employee understands that CSU will not be liable for damages to Employee's personal or real property at the remote location.

Security of Confidential Information

Employee agrees that all CSU-owned data, software, equipment, facilities, and supplies must be protected and secured. Employee will follow all CSU policies, directives and instructions regarding the security of confidential information.

By my signature below, I affirm that I have read and understand this MOU and agree to adhere to its instructions and directives.

Signature of Teleworker	Date
Signature of Supervisor	Date
Signature of Supervisor's Supervisor	Date