

## 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".

