Guidelines for Remote Work Arrangements for Staff

When asking your supervisor/department chair for remote work arrangements, staff should consider the following:

- Employees can request to work from home due to COVID-19-related concerns. Please refrain from sharing information about your medical condition or any other medical information. Focus the conversation on the remote work arrangement.

- As a residential campus, the College rarely closes. Many employees must work on campus to provide services that are essential to residential life, campus health and safety, critical research, the protection of physical and intellectual assets, or the continuity or resumption of academic programs and operations.

- Work with your supervisor/department chair in determining if your role will allow you to work remotely based on the essential duties of your job, as described in the job description, and considering the department’s operation needs.

- Make sure that you understand the expectations of remote work, including expectations for productivity and time management.

- Work with your supervisor/department chair in creating a work plan that addresses:
  - What routine responsibilities/tasks cannot be fulfilled while working remotely and how will it impact operations or other people? What are ways to reduce the impacts?
  - What routine responsibilities/tasks require regular communication and collaboration with others? Proactively contact each partner to confirm how you will communicate while everyone is working remotely.
  - Employees often experience fewer interruptions while teleworking. Are there any special projects or tasks that you can advance while working remotely?
  - What events or meetings are scheduled during the time in which the temporary remote work arrangement is in place? Will they be postponed or canceled, or will they take place using technology? What follow-up needs to occur due to postponements or cancellations?

- Work with your supervisor/department chair in creating a communication and accountability plan that includes how often you should send updates on work plan progress, and what those updates should include. Also, get clarification on how quickly you are expected to respond while working remotely, the best ways for you to contact your supervisor/department chair, and which tools to use: email, phone, video conference, etc.

- Determine what equipment/technology you will need to be able to complete your tasks, for example: laptop, VPN connection, Zoom, etc.
• Work with your supervisor/department chair in coordinating equipment/technology needs with the IT Help Desk.
  o Requests will be handled in the order they are received and prioritized based on the College's current needs.
  o Please visit this page for guidance on how to prepare to work remotely.

• Before you begin your remote work arrangement, make sure you have everything you need to get things done. Check your computer to make sure you have all the files you need and confirm that the latest versions of key documents are available in your common or shared drive, and make sure you have key contact information in your computer or phone.

• Double-check that your remote workspace is safe and free from any safety hazards.
  o If working at home, you must have a private, separate workspace designated to work remotely with everything you will need.
  o If you’re planning to work from a public space like a coffee shop, pack a quick “go bag” and make sure it’s stocked with pens, a notebook or a few sticky notes, a phone and laptop charger, and anything else you’ll need.

• Take occasional breaks to stretch, go for a walk, or talk to others. Develop a work routine and mindset to help you concentrate and successfully accomplish your tasks.

• Make sure you report all worked hours, use of leaves, overtime, etc.
  o If you are a non-exempt employee (paid weekly), you should follow your assigned work schedule, as if you were on campus, and take mandatory lunch breaks (30 minutes for every six hours of work).

• Overtime and leave accrual will continue to be based on hours worked during the remote work arrangement and as described in our Overtime and Leave policies.

• Workers’ Compensation benefits will apply to injuries sustained while working on a pre-approved remote work arrangement.
  o Employees are responsible for notifying their supervisor/department chair of such injuries as soon as practicable. An incident report must be completed immediately as established in our Workers’ Compensation policy.

• Benefited status will not be affected by a remote work arrangement.

• Employee’s use of equipment, software, and all other resources provided by the College is limited to the purposes of remote work and is not intended for the employee’s personal use.
  o Employees are responsible for the security of all College-related information, and to comply with our Electronic Resources Acceptable Use Policy.

• The College’s insurance will not cover any personal property that is used at home or at another worksite, and will only cover authorized College equipment.
• The College is not responsible for expenses associated with working at home; heat, electricity, Internet or phone service, etc.

• All staff and faculty are requested to register their travel through the COVID-19 webpage. Supervisors/department chairs will complete a simple screening process once employees return from travel.

• Supervisors/department chairs must confirm with Payroll all hours worked and any need for adjustments. Guidance on this subject will be provided separately by the Payroll department.

• Make sure that personal and emergency contact information is up-to-date in our systems, and login to ACDATA to update that information.

Please contact the Office of Human Resources should you have any questions about a remote work request at x2372 or hr@amherst.edu.

*These guidelines will be revisited regularly, and you will be informed of any updates.*