Telecommuting Questions Guide and Worksheet for Supervisors and Employees

- Temporary telecommuting accommodations will be considered ***only*** in situations where all other options have been exhausted ***and*** operational needs can still be met through telecommuting.
- A telecommuting accommodation will only be considered for very limited child care, elder care or ADA issues that are, or could be, directly impacted by COVID-19.
- Telecommuting will ***not*** be liberally approved after July 2.

For the supervisor

1. What are the essential operational needs of the office/department?

2. We are returning to pre-pandemic staffing and presence after July 2. What on-campus presence is required in your office and department to support an in-person experience for students, staff, and faculty? Note: administrative and academic offices should have in-person staffing to support workflows, drop-in questions and requests.

3. What are the primary duties and responsibilities for this employee?
    a. How does this employee contribute to the required on-campus presence in your office?
    b. Will ANY duties fall to others in the department or will a delay in processing work be caused by telecommuting?
    c. What, if any, duties can the employee NOT do during the normal workday while telecommuting?
    d. How will availability during core operating hours of the university be impacted?

4. If there is an identified COVID-related care need/medical need; can flexible scheduling support? Can partial telecommuting be supported?

5. What efforts have been made by the employee to fill the need other than telecommuting. Evidence of lack of care available?

For the employee

1. What are the essential operational needs of the office/department?

2. We are returning to pre-pandemic staffing and presence after July 2. What on-campus presence is required in your office and department to support an in-person experience for students, staff, and faculty? Note: administrative and academic offices should have in-person staffing to support workflows, drop-in questions and requests.

3. What are your primary duties and responsibilities?
    a. How do you contribute to the required on-campus presence in your office?
    b. Will ANY duties fall to others in the department or will a delay in processing work be caused by telecommuting?

c. What, if any, duties can you NOT do during the normal workday while telecommuting?
d. How will availability during core operating hours of the university be impacted?

4. If there is an identified COVID-related care need/medical need; can flexible scheduling support? Can partial telecommuting be supported?

5. What efforts have been made by you to fill the need other than telecommuting. Evidence of those attempts?

6. What telecommuting arrangements do you want to create for your position, and why?

For both

1. Discuss similarities and differences in your responses to #1 -5. Discuss employee's response to #5 and #6. Employee does have a right to not disclose medical information directly to the supervisor; HR may need to be consulted for medical related reasons.

2. Can the operational needs of the office, including the full staffing presence, be supported through telecommuting? How?

3. Can the employee's primary duties and responsibilities be met through telecommuting? How?

4. Does the employee's reasons for telecommuting align with the institution's guidelines for telecommuting?

5. How will the supervisor and employee maintain regular communication?

   a. Discuss weekly written report submitted by employee to supervisor
   b. Discuss regular one-on-one check-ins with employee (every 1-2 weeks, ideally.)
   c. Discuss expectations for availability when off-campus, both by email and by phone.
   d. Discuss expectations for work turnaround time when not on campus (should be equitable to typical turnaround time when on campus. For example, employees should not have an away message up that states they are telecommuting. There should be relatively little difference in turnaround time for employees who are telecommuting.)
   e. Discuss employee's access to equipment necessary for telecommuting, such as internet access, computer, workstation.

   Note – there should be no out of office placed on a telecommuter's email account. Telecommuting should be "seamless" to constituents.