

To: Administrative Managers
Fr: Carolyn Slaboden, Chief Human Resources Officer
Re: Telecommuting Update: March 31, 2020

Thank you for making the shift to remote work and for identifying a minimal number of critical positions to travel to and from campus. I appreciate your taking this action seriously and transitioning on such short notice.

As you might expect, remote work will continue for the foreseeable future. What is unprecedented during this time is the added responsibility for many employees to educate their children at home and manage other family responsibilities, while trying to balance those obligations with the typical work day. Communication and flexibility are critical during this time and I hope that you find the following guidance helpful.

- Please be understanding of the demands on the individuals who report to you. For example, if an employee needs to educate their child/children during specific blocks of time, understand what those blocks are and try to avoid scheduling meetings during those times of the day. It is helpful to know up front when you might receive a response from an employee and when you might not.
- While we continue to do our business based on a 7 hour day, please work with individuals to offer flexibility on how those hours will be structured. Alternative schedules including early morning and later evening should be considered. What is most important is that assigned work is being accomplished overall. Consider setting up shared project/work plans which allow managers to track the work that needs to occur and allows employees to enter their progress when they are able to complete it.
- Employees may ask to work a reduced schedule and take accrued time to supplement work hours. Exempt employees should only enter time off in half day or more increments. Non-exempt employees should enter time off in hourly increments.
- Employees may ask to reduce their fte temporarily. In this case, consider the work necessary during this time and whether this request is allowable. If a temporary reduction in fte is accepted, please contact Human Resources with the start and end date of the change, so that a confirmation email can be sent to the employee and the change can be made in Workday.
- Employees may ask to take time off and use their accrued time. Taking time off from work is important and should be encouraged.
- As always, if an employee is not feeling well, they should be encouraged to use their accrued time to rest and recover. If an employee requires extended time off, they should reach out to me directly for information on taking a leave of absence.