Emergency Temporary Telecommuting Guidelines for VPs, Deans & Vice Provosts

*University Open; Remote Work Recommended*

***This document is for VP, dean and vice provost (or designee) use only. Please do not distribute.***

In light of the current global health emergency, the following temporary guidelines for telecommuting are effective through May 31, 2020. This temporary change will be re-evaluated to determine if the date needs to be changed.

**We are open, but recommend that employees work from home**. An employee’s eligibility will be determined by VPs, deans, and vice provosts. These decisions will be final and not grievable. The following guidelines will assist you, as VPs, deans, and vice provosts, to determine your employee’s eligibility. *Please note that these temporary telecommuting guidelines are only for the current global health emergency, and will not be an ongoing telecommuting policy.*

## Considerations during this time of open; remote work recommended

The VPs, deans and vice provosts will have the responsibility to keep campus services operating and accessible. Although the campus is open, your physical office location does not necessarily need to remain open. However, work should still be conducted during your office’s normal business hours. Therefore, you must communicate how your unit will continue services, in whole or in part, if done remotely.

# Who can work remotely?

In general, employees whose job duties (or temporary job duties) are portable and can be performed at home. Employees must also have access to the Internet and a computer. UofL issued computers are recommended when available over personal devices, however personal devices may be used (see page 2 for details). VPs, deans and vice provosts will determine if there is meaningful work that can be done without the use of a computer. **Otherwise, please use the following chart to determine the initial eligibility.**

Does the employee have Internet access (via DSL, cable modem, or an equivalent bandwidth network)?

Do they have job duties that can only be performed in the workplace (i.e. custodian, police officer, research tech)?

**YES**

**YES**

This employee cannot work remotely. See page 2 for what to do if an employee is not eligible to work remotely, but cannot work on campus.

**NO**

**NO**

Is it necessary for these job duties to continue at the workplace despite the recommendation for employees to work remotely?

This is an employee who is needed to work on campus and cannot work remotely. See page 2 for what to do if an employee is not eligible to work remotely, but cannot work on campus.

**YES**

Does the employee have job duties that are portable and meaningful?

**NO**

This employee is eligible to telecommute and will be paid their regular salary. Their work assignments must be measurable. They must follow the expectations on page 2.

This employee cannot work remotely. See page 2 for what to do if an employee is not eligible to work remotely, but cannot work on campus.

Is there meaningful alternate (temporary) work you can assign to be done remotely? Meaningful work includes, but is not limited to, work that the employee is capable of performing with minimal instruction and is robust enough to warrant at least a work week of effort. Contact HR with any questions.

**YES**

**NO**

**YES**

**NO**

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*Turn over for telecommuting expectations and guidelines.*

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# If an employee is not eligible to work remotely, and cannot work on campus

If your employee cannot report to work as usual during this time (i.e. self-identified vulnerable population), and they are not eligible to work remotely, they must seek supervisor approval and use their leave time (annual, sick or personal). If their reasoning is that they are in one of the vulnerable populations, as defined by the CDC, you must request a doctor’s note. If your employee cannot work due to caregiver issues, please refer to the new federal programs (effective March 23, 2020), [Emergency Paid Sick Leave Act (EPSLA) and the Family and Medical Leave Expansion Act (FMLA Expansion)](http://louisville.edu/hr/covid-19-hr/epsla-fmla-expansion-supervisor-and-timekeeper-guidelines) to check for eligibility.

## Exceptions

If an employee is unable to remote work and *the office, clinic or research laboratory they work in is officially closed*, they will continue to be paid their regular salary for the duration of the closure, regardless of funding source (subject to sponsor allowability on grants and contracts). Or, if an employee is *eligible to remote work*, but for some reason is unable to do so either full or part-time, they would use their sick, vacation or personal time to supplement the hours they cannot work. If it is due to caregiver issues, please refer to the new federal programs (effective March 23, 2020), [Emergency Paid Sick Leave Act (EPSLA) and the Family and Medical Leave Expansion Act (FMLA Expansion)](http://louisville.edu/hr/covid-19-hr/epsla-fmla-expansion-supervisor-and-timekeeper-guidelines) to check for eligibility. These exceptions are for non-exempt and exempt employees.

# Telecommuting Expectations and Guidelines

Employees that you have determined are eligible to work remotely must abide by the following expectations.

***They must:***

* be available and on call for communication and contact during their scheduled work hours
* be available to interact with UofL community/customers during normal working hours, if required
* track **all hours** worked and meal breaks (if non-exempt)
* request supervisor approval in advance for any overtime hours (if non-exempt)
* be able to periodically report to their worksite (if appropriate and necessary, i.e. to print paychecks, check mail)
* safeguard UofL issued equipment, as well as sensitive and confidential information
* not take procurement cards or university issued credit cards home
* not make any purchases without pre-approval from their supervisor (i.e. office supplies)
* request supervisor approval to use any sick, vacation or other leave in the same manner as if working onsite
* contact their supervisor if they have a work-related injury while working remotely (supervisor must follow process to submit required forms on <https://louisville.edu/riskmanagement/workerscomp>)
* use university issued devices for business related purposes only

## Working remotely with computers

In most cases, working remotely will require the use of a computer. UofL issued computers are recommended when available over personal devices. However, if the employee is responsible for sensitive information (such as HIPAA, FERPA, PII, PHI, etc.), they will be required to use university computers or have remote access to their personal device established by ITS. Support and information on working remotely is available from ITS at <https://louisville.edu/its/tech-support/working-remotely>. Any questions about device security should be directed to ITS Helpdesk at (502) 852-7997.

# Sample: Topics to discuss with employee

* Work schedule
* How will you communicate? *(email, Microsoft Teams, phone)*
* How will meetings be handled?
* What equipment is needed?
* Is a VPN account needed?
* What office supplies are needed?

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## When the university returns to normal operations

These temporary telecommuting guidelines are only for the current global health emergency, and will not be an ongoing telecommuting policy. After May 31, 2020, employees will be expected to return to their regular work schedule and location, unless otherwise communicated.

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