

## ***Work from Home and Alternative Work Schedule Guidelines Related to COVID-19 Containment***

These guidelines are provided due to the public health concerns related to the coronavirus (COVID-19). Supervisors and employees should use these guidelines to manage work from home and alternative work schedule options. These guidelines are meant to assist employees in managing obligations related to school closures, childcare changes, being in a “high-risk” group, ill family members, self-quarantine and other unique situations caused by COVID-19.

These guidelines pertain to any work situation that is conducive to remote work or alternative work schedules. Work from home and/or alternative work schedules can be available/assigned to any employee type.

During this pandemic, supervisors should be flexible in allowing employees to work from home if the employee is able to perform their job duties from home and has the equipment, access and data security to do so. Work from home and alternative work schedules are being encouraged in line with federal recommendations and other efforts to limit the impacts and spread of COVID-19. These options should be utilized to assist employees manage related circumstances, such as:

- Self-quarantining due to exposure or self-isolation due to symptoms (but the employee wants to work)
- Employees who may be in a high-risk group. See the [Centers for Disease Control \(CDC\)](#) for more information about who is high risk.
- Employees who live with others in a high-risk group
- Caring for an individual who is ill
- Managing childcare changes

Similarly, supervisors should consider alternative work schedules that can assist employees with providing care to others at home, while still being available to work onsite at different times.

Supervisors and employees should discuss and agree upon the following:

- Whether a work from home or alternative work schedule option is appropriate under the protocols recommended or required related to control the spread of COVID -19.
- The non-exempt employee agrees to submit timesheets and records of absence to the supervisor in a timely manner. Additional hours worked (overtime hours) by the employee shall require advance written approval by the supervisor.
- The employee and supervisor should create a plan that includes work assignments, deadlines and methods to communicate during the work from home periods.
- Periodically review the arrangement to make changes as necessary to successfully complete assignments while work from home arrangement is in place.

## Working from Home

### *Employee Responsibilities:*

- Make a request, in writing (email is sufficient) to their supervisor to work from home.
- Establish a location in their home that is conducive to doing assigned work.
- Determine realistic work hours that allow the employee to focus on work assignments with little interruption from those requiring care and/or attention. (Sick or vacation leave should be reported for those times when caring for others and unable to work.)
- Set expectations with others in the home about their work requirements and interruptions.
- Report time according to [NAU Time Reporting rules](#).
- Communicate with supervisor as directed/agreed upon.
- Attend meetings as scheduled (according to the employee's availability) via phone or web-conferencing (i.e., Skype, Zoom, etc.) as requested by the supervisor or others based on employee's job duties.
- Use Skype for business to maintain a calendar of appointments, granted leave, and work schedules, and use Skype to convey their availability to co-workers
- Use appropriate data security measures as required by the university and maintain confidentiality as required by the employee's individual job responsibilities. The employee shall secure the protection of any information accessible from their home office. To ensure confidentiality of information the employee shall use locked file cabinets and desks. The employee shall regularly maintain their password and take any and all other steps necessary and appropriate to maintain confidentiality and security for their home office.
- Provide their own telephone access as necessary.
- Employees may use their own computers, if a university computer is not available, but must adhere to university technology requirements.

### *Supervisor Responsibilities:*

- Determine whether remote work is possible and establish reasonable guidelines, expectations, deadlines, and assignments that are appropriate for remote work.
- Monitor the employee's work.
- Establish expectations for communications between themselves and the employee.
- Provide access to meetings via web-conferencing (Skype, Zoom, etc.) or phone.
- Establish work schedules that consider both the timelines for successful work completion and the employee's individual needs related to caring for others during this period.
- Ensure that working hours are reported appropriately (sick, vacation, or leave without pay used accordingly to track time).
- Provide employee guidance on meeting data security and confidentiality related to the work being completed from the remote location.
- Provide equipment/office supplies as they are available and according to guidelines for using university equipment/supplies outside of the workplace.
- Provide the employee written approval of the work from home request and a brief summary of the expectations for the work from home arrangement (email is sufficient).
- Should not request medical documentation from employees. (See information regarding Leaves of Absence and Accommodations)

## Alternative Work Schedules

Supervisors and employees should work together to determine work schedules that will provide an employee the flexibility necessary to care for others, while still being able to perform part, or all of their work.

### *Considerations:*

- A secure work environment is essential. This is especially important for work that may be done outside of normal NAU working hours.
- Assignments should be made with expected timeframes and deadlines.
- Unsupervised employees should be provided with contact information for supervisors if they need assistance outside of normal NAU working hours.
- Supervisors should establish set working hours for the employee. If an employee is not able to work their predetermined alternative work hours, they should communicate with their supervisor and report appropriate leave hours. In order to cover operations, supervisors may schedule employees for extra time/overtime work.