REMOTE WORK CONSIDERATIONS
Spring 2020

Working in a location separate from one's supervisor and/or the majority of one's colleagues requires all staff members to develop and maintain strong communication skills. The supervisor should communicate their expectations about availability and communication style and frequency.

Telecommuting necessitates open and frequent communication. Daily or weekly contact via email and phone is expected and will help to keep the supervisor informed and the remote staff person both connected as well as accountable. Together, the supervisor and the remote staff person should negotiate a formal communication and check-in agreement, creating a baseline of contact as well as a process for evaluation.

Informal communication is tantamount in importance and is the responsibility of both the supervisor and supervisee to initiate and maintain. Remote staff and supervisors should discuss and become informed of each other's preferred means of communicating and should attempt to abide by the stated preferences.

Other forms of staying in contact should also be explored and fully utilized, including text messaging, Google Hangouts, Zoom and video conferencing.

Determining Whether Work can be Completed Remotely

1. **Nature of work**
   - Employee's presence on campus is not critical for continued health and safety of campus, continuity of student learning, and/or continuity of critical business functions.
   - Any work involving communication with others on campus can be achieved via phone or virtual meetings.
   - If employee's regular work responsibilities cannot be achieved remotely, the supervisor (in consultation with Provost/VP) should determine if the employee can take on alternate assignments for this period of time.

2. **Business Continuity**
   - Leadership on site is maintained (including supervision of any continuing student workers).
   - Workflow is maintained for critical operations.
   - Workflow for less critical operations is maintained in a manner/timeline appropriate for this period of disrupted operations. Any modifications to typical business operations (e.g., open hours, timelines for completing work) are communicated appropriately to campus partners.

Management of remote work
- Regular, planned check-ins with supervisor (daily, weekly, etc. as determined by supervisor)
- Specific, measurable goals with timelines are established
- Daily/weekly status updates on accomplishments are provided
- Weekly virtual meeting for team
- Planned email, voicemail checks (could be stated in an outgoing voicemail message)
- VPN access for PLU owned devices arranged as needed.
- Expectations regarding use of personal devices for PLU business determined.
- Use of personal phones for PLU business discussed; chat communications can be used as an alternative.
- Mail distribution/record retention plans determined.