Determining Remote Work  
A Conversation Guide for Employees and Supervisors

The University of Arizona is committed to protecting employees' safety and well-being.

This document can assist supervisors and employees consider options for remote work when remote work is not easily identified. Supervisors have the authority and responsibility to determine appropriate assignments, flexible schedules, or remote work at any point. Employees have the responsibility to help their supervisor identify productive tasks that will continue to support the operation of their unit.

It is important to have ongoing discussions, and together, consider the items described below.

SECTION 1: Three steps to analyze your remote-work readiness

1. Are you unable to perform any telework due to illness or due to caring for a sick family or household member?
   □ Yes = Use emergency sick leave, followed by regular sick leave. (For details, see Time Reporting Guidance)
   □ No = Continue to #2.

2. List your normal job duties.
   Identify duties that could be done from another location with computer equipment, an internet connection, and/or available supplies.
   □ If all duties can be performed remotely = Jump to Section 2: For work that can be performed remotely.
   □ If certain job duties cannot be performed remotely = Continue to #3.
   □ If most or all job duties cannot be performed remotely = Jump to Section 3: For work that must be performed at your normal work site.

3. What creative ideas or tasks can you identify for remote work?
   This might include modifying duties, hours, or workdays; reassigning or shifting work duties; or project work.
   
   Questions to consider:
   - Would you need additional equipment or software?
   - Can you train someone else, support projects, develop or update standard operating procedures, review documents, or participate in professional development activities?

We are not in a normal operating environment. It is important to encourage creativity, considering overall unit operations and needed tasks.
SECTION 2: For work that can be performed remotely
The following guidelines can help you create productive work environments and expectations.

Equipment, supplies, and location
1. Brainstorm equipment, supplies, software, or support you need to perform work duties.
2. What equipment can the department/University provide? ([Visit Information Technology’s support page here](#))
3. Do you have personal equipment available for items the department cannot provide? If so, what assistance do you need to install software, complete configurations, and otherwise get set up to work?
4. What expenses (if any) might you incur because of using personal equipment? (e.g., phone charges, data fees, office supplies).
5. Is your department willing to reimburse any of these expenses (perhaps at a later time or with certain contingencies)? If so, find out what documentation you should maintain.
6. The remote work location should be in your state of hire. Temporary exceptions must be discussed with your supervisor.

For employees who do not have internet access
- Are you able to complete work that does not require internet access? ([Example: Review or update documents](#))
- Do you have access to the University’s Wi-Fi hotspots?
- Do you or your unit have access to other options such as wireless internet cards?

Good to Know
Internet providers, such as Cox, Comcast, and CenturyLink, may offer specials related to the pandemic.

Find out more at
[Cox’s coronavirus page](#)
[Comcast’s coronavirus page](#)
[CenturyLink’s coronavirus page](#)
For employees with childcare/eldercare responsibilities
If you are in this situation, a modified or part-time schedule may be necessary.

- Can you work outside of normal working hours? (Example: evenings, weekends)
- Can you trade childcare responsibilities with other members of your household?
- Can you use Life & Work Connections’ backup childcare when you need to complete work or videoconference into unit meetings?

If you are unable to telework all your regularly scheduled hours because your child’s school or daycare is closed, you may use Emergency Sick Leave hours. When you exhaust those hours, you may be eligible for Expanded FML. (For details, see Time Reporting Guidance)

Good to Know
Employees who are unable to work their full normal schedule may report a combination of work hours, Emergency Sick Leave, or Expanded FML hours.

SECTION 3: For work that must be performed at your normal worksite.
Identify the reason why on-site work is necessary (e.g., access to specialized equipment, supporting students, caring for animals). Are you or your employee designated as Essential Personnel?

Essential Personnel are those individuals designated by the unit leader as critical to the operation of the college/department/unit, whose presence is required regardless of the existence of an emergency condition, and whose absence from duty could endanger the safety and well-being of the campus population and/or the operational functions of the university.

What ideas do you have for enhancing workplace safety? Examples include:
- Performing a combination of remote and on-site work to limit your time in the workplace.
- Staggering work times to reduce the number of employees in the workplace at a given time.
- Relocating to a different, more isolated workspace.
- Enhancing workplace cleaning and personal hygiene measures.

Documentation
To ensure clear understanding and expectations for remote work, the supervisor and employee should finalize their agreement in writing. You can find an example of a Remote Work Agreement template here.

If after thorough review, the supervisor and employee are unable to identify sufficient duties and responsibilities to meet the employee’s normal scheduled

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workload, please see the Time Reporting Guidance for using Emergency Sick Leave or Expanded FML.

Supervisors are expected to maintain documentation and outcome of assessments for their records. For further questions, please contact your Human Resources Consultant.