

## Alternative Work Sites Guidance (Work from Home)

This guidance is for departments considering allowing employees to perform job responsibilities from home or from other alternative work sites. The decision to have employees work remotely should be based on the job description taking into consideration, the feasibility of completing duties remotely.

### SUPERVISORS

- Unit leaders and supervisors have the final decision if an employee may work remotely.
  - Ensure your leadership is informed of plans and contingencies.
- **Communication:** establish a plan regarding how the employee will communicate with the supervisor and other employees. Possible tools: email, Skype, Zoom, phone, etc.
  - Will you change expectations for calendar visibility?
  - How will you communicate with external stakeholders on how to reach the employee: voicemail outgoing message, forward phone, etc.
- **Performance:** establish expectations regarding work that will be completed and a method for monitoring work output.
- **Schedule:** establish a work schedule so all parties know when the employee working remotely is available. Work/life balance remains important.
- **Leave:**
  - If an employee is working a full day from home, no leave is required.
  - If an employee is sick (not related to COVID-19), sick leave may be appropriate.
  - If an employee is unable to work due to the following COVID-19 reasons, administrative leave is appropriate up to the limits set forth in the President's memo:
    - self-quarantine
    - quarantine or care of an immediate family member
    - childcare resulting from school closures
    - other related scenarios to COVID-19.
  - If an employee is unable to work due to other reasons, vacation leave may be appropriate.
- **Equipment:** supervisors should track University equipment that is moved to an alternate work site

### EMPLOYEES

- Alternate work locations are not guaranteed and may be utilized for a temporary time
- **Policies:** the employee will remain obligated to comply with, and subject too, all University and departmental rules, policies, practices, and procedures, including the safeguarding of confidential information and all appropriate use policies.
- **Equipment:** The employee is responsible for the costs of establishing and maintain the home work area, as well as providing home and internet connectivity for remote capabilities.
- **Paid Hourly:** employees and supervisors are still required to comply with all timekeeping and overtime regulations. Hourly employees who work remotely are required to be cognizant of these policies and structure their remote work just as they would in a typical workplace.

Human Resources is available to provide guidance in establishing non-traditional work arrangements. If you need an accommodation, please contact Lisa Mendoza at [mendozalm2@unk.edu](mailto:mendozalm2@unk.edu).

### Other workplace articles from Gallup:

[COVID-19 Has My Teams Working Remotely: A Guide for Leaders](#)

[How to Manage Remote Employees](#)

[How to Manage the Loneliness and Isolation of Remote Workers](#)

[How to Build Trust with Remote Employees](#)

[Remote Worker Isolation: Perception vs. Reality](#)

[How to Keep Remote Worker Wellbeing High](#)