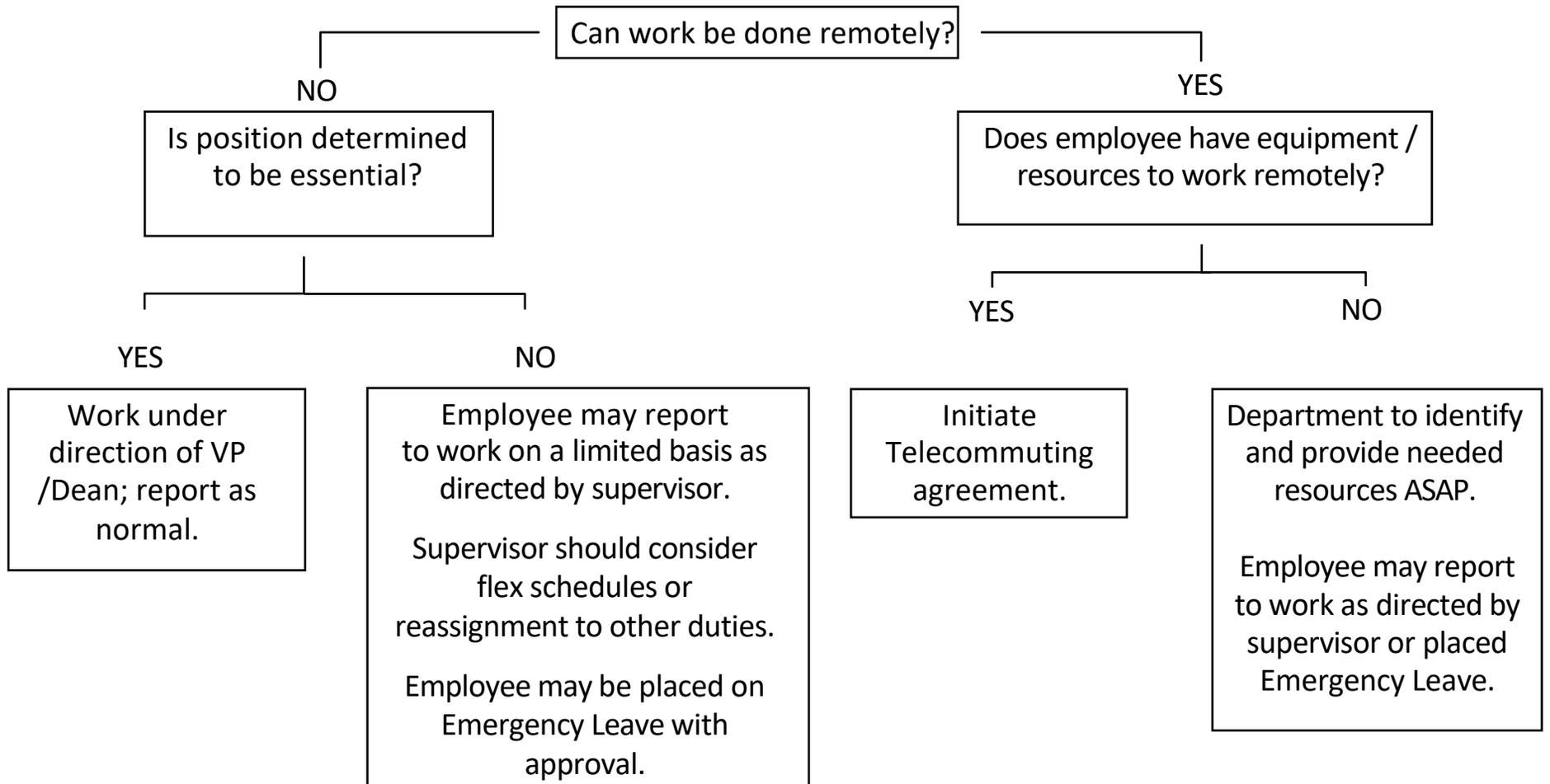


SUL ROSS STATE UNIVERSITY
COVID-19 – Remote OR On-Campus Work Decision Tree



The following chart provides some guidance for supervisors addressing remote work or alternative work schedules.

	Return to Work Concern	SRSU Expectations	Comments
REMOTE WORK ELIGIBILITY	Who is eligible for to work remotely?	Employees whose duties can be performed remotely include positions that have minimal supervision and do not require on-campus customer support. Services may be provided by email, phone, Zoom or through systems like VPN and remote access.	<i>Telecommuting</i> : an agreement whereby employees work from an approved remote site.
	Who is not eligible to work remotely?	Employees who need to be on campus to perform their duties or provide services.	
	Can a manager mandate that all the employees in their department return to campus?	An assessment must be completed to determine which employees must perform their work on campus, which employees are eligible to work remotely and whether they can be productive while working remotely, and what safety protocols will be maintained on campus.	
REMOTE WORK PRODUCTIVITY	I like working remotely and I am productive during this pandemic.	Continue remote working, if supported by your supervisor.	
	I like remote working, but I am not as productive as I could be due to connectivity/ equipment issues.	1. Talk with your supervisor to discuss the challenges, and explore resources to increase your productivity.	
		2. If problems persist, or your supervisor deems it necessary, return to the office with all safety protocols in place.	
	I like remote working, but my productivity could improve.	1. Manager could consider having the employee remote work part of the week, in the office for the rest of the week, and monitor productivity.	
		2. If problems persist, manager should consider having the employee return to work in the office on campus with all safety protocols in place.	Corrective action could be considered at any point.
	I supervise a remote worker who is unresponsive to daily communication and/or unproductive.	1. Seek assistance from the HR office about employee corrective action plans.	Corrective action could be considered at any point.
2. If problems persist, supervisor could consider having the employee remote work part of the week, in office the rest of the week and monitor productivity.		Corrective action could be considered at any point.	
3. If problems persist, manager should consider having the employee return to work in the office on campus with all safety protocols in place.		Corrective action could be considered at any point.	

EMPLOYEES WHO MUST PERFORM WORK ON CAMPUS	All of the work must be performed on campus.	1. Return or continue to work on campus with all safety protocols in place.	
		2. Supervisor could consider an Alternative Work Plan	<i>Flexible Schedule:</i> an arrangement that allows an employee to alter the start and/or end time of their workday. Employees will still work the same number of scheduled hours as they would under a traditional schedule
	<i>Compressed Work Week:</i> an arrangement which condenses more than one standard work week into fewer days (such as a 4.5 work week, with four 9-hour days and one 4-hour day per week, or four 10-hour days with two days off per week). Take FLSA overtime rules into consideration.		
	Some of the duties must be performed on campus.	Manager should consider employee's return to work only to perform on-campus duties, and remote work the rest of the time.	<i>Staggered Work Schedule:</i> a staggered work schedule is one in which employees arrive and depart work at different times in shifts. Shifts may be staggered anywhere from 15 minutes to two hours. When scheduling employees, supervisors need to be cognizant of FLSA overtime rules.

CONCERNS RETURNING TO CAMPUS	I am at high health risk if exposed to this infectious disease.	1. Check with Benefits to see if you qualify for Emergency Paid Leave under FFRCA. 2. Apply for ADA accommodation with HR and complete all necessary paperwork.	High Risk includes: pregnancy, underlying health conditions, over age 65
	I am at high health risk if exposed to infectious disease, but I would like to return to work.	We ask employees at high risk to remain home.	SRSU wants to protect the most vulnerable, please talk with your supervisor for alternative work plans.
	I am caring for someone at home who is high risk.	Check with HR to see if you qualify for FFRCA or FMLA benefits. You may be eligible for Emergency Paid Leave.	
	I must provide childcare due to school or day care closure.	Check with Benefits to see if you qualify for Emergency Paid Leave under FFRCA.	
	I am afraid to go back to work on campus.	1. Talk with your supervisor to discuss an alternative work plan. If duties can be performed by remote working, continue to remote work.	SRSU is taking all safety precautions.
		2. Speak with you supervisor and identify your specific concerns. Your supervisor should explain the safety protocols in place to address your concerns.	
3. If your duties must be performed on campus, and you are unwilling at this time, you may be able to use annual leave or leave without pay for some limited amount of time, or you may be eligible for Emergency Sick Leave under FFRCA.			
STAGGERED SCHEDULING	How can I ensure that my staff are social distancing?	Alternating work schedules to have employees working different days and hours could help with social distancing. Limit the number of employees in common areas or large offices with cubicles by allowing flexible schedules that may include evening and weekend hours.	
		Staggered schedules may include having employees start and end the workday at different times by 15 or 30 minutes.	
REFUSAL TO FOLLOW SAFETY PROTOCOLS	What if an employee refuses to follow the safety protocols and the One University, One Community Pledge?	Employees who refuse to follow the University protocols will be subject to corrective action up to and including termination.	