**Remote Work Arrangements for Staff**

During the COVID-19 pandemic, we encourage all supervisors to permit their employees to work remotely as much as their job allows. As you work with employees to evaluate remote work options, please consider the following:

**General Considerations**

* The one-day per week remote work restriction has been temporarily listed.
* Temporarily, employees will be allowed work remotely while caring for their children.
* Employees who plan to work remotely are still required to complete a [Remote Work Agreement](https://apps.carleton.edu/campus/human_resources/hr-forms/) to familiarize themselves with the remote work data security requirements like using our [Virtual Private Network](https://apps.carleton.edu/campus/its/services/accounts/offcampus/) (VPN). However, the form only requires the employee and department head’s approval prior to remote work.
* For those offices that necessitate an on-campus presence, we suggest staggering department staffing and allowing employees to work remotely at least 50% of the time.

**Remote work eligibility**

* Evaluate the essential duties of the position, as described in the job description, and consider the department’s operation needs when reviewing if some of the position duties can be accomplished remotely.
* Employees often experience fewer interruptions while teleworking. Are there any special projects or tasks that the employee can complete while working remotely?
* Offices that provide direct support to students, faculty, staff or facilities may not be eligible to work remotely. Please contact Human Resources if you have questions.

**Supervisor responsibilities prior to remote work**

* Set clear expectations of remote work, including expectations for productivity, time management, communication methods, and progress updates.
* Have the employee create a work plan that addresses:
  + What routine responsibilities/tasks cannot be fulfilled while working remotely and how will it impact operations or other people? What are ways to reduce the impacts?
  + What routine responsibilities/tasks require regular communication and collaboration with others? Proactively contact each partner to confirm how you will communicate while everyone is working remotely.
  + What events or meetings are scheduled during the time in which the temporary remote work arrangement is in place? Will they be postponed or canceled, or will they take place using technology? What follow-up needs to occur due to postponements or cancellations?

**Employee responsibilities prior to remote work**

* Determine if they have the equipment/technology needed to be able to complete tasks, for example: internet access, laptop/computer, VPN connection, Zoom, etc.
* Check shared drives (Drobox, Google, etc.) to make sure all the files needed for projects are available.
* Double-check that remote workspace is safe and free from any safety hazards and [ergonomically correct](https://apps.carleton.edu/campus/human_resources/employment/ergonomic/).

**Other considerations:**

* Employees should take occasional breaks while working to stand-up and stretch.
* Bi-weekly employees must:
  + Report all worked hours and leave utilized
  + Follow their regular assigned work schedule as if they on campus, or gain approval from their supervisor for a schedule change.
  + Take mandatory lunch breaks (30 minutes for every six hours of work).
  + Watch the clock. It is easy to work extra hours when working remotely. All hours worked must be reported.
* Workers’ Compensation benefits will apply to injuries sustained while working on a pre-approved remote work arrangement. Employees must **immediately** notify their supervisor(s) of any work injury. Within 24 hours, the employee and supervisor are expected to fill out the [Employee Accident Report](https://apps.carleton.edu/campus/human-resources/assets/Employee_Accident_Report.docx) form and forward the form to Human Resources
* The College’s insurance will not cover any personal property that is used at home or at another worksite, and will only cover College provided equipment.
* The College is not responsible for expenses associated with working at home; heat, electricity, Internet or phone service, etc.
* Although we are encouraging remote work, we are not mandating it. If an employee is uncomfortable with the remote work requirements or limitations, they should be allowed to continue to work on campus.

Please contact the Office of Human Resources should you have any questions at x7471 or HR@carleton.edu.

***These guidelines may be revisited regularly. Updated information will be posted in bold.***