

Telecommuting Checklist for Leaders

As UAB continues to navigate modified business operations due to the impact of the coronavirus pandemic, there may be situations where it is best for employees to work from home. Below is a guideline/procedural checklist to assist leaders in extending telecommuting requests. If you want to extend a telecommuting arrangement, document the following steps and retain for your files:

WHAT IS TELECOMMUTING?

Telecommuting is a work arrangement in which supervisors direct or permit employees to perform their usual job duties away from their Assigned Workplace at an Alternative Work Location in accordance with a Temporary Telecommuting Agreement. Employees may report on site as needed. The most appropriate type of work for telecommuting are positions that can be completed with the assistance of technology and does not include student or public facing work that is closely tied to being on campus for completion. Sample positions that fall into this category are:

- » Select Budget Administration and Finance & Administration
- » Digital Communications/ Web Communications
- » Data and Informatics
- » IT Software and Applications
- » Development and Alumni
- » Marketing
- » Select Human Resources
- » Statisticians

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| 1. Define Job Responsibilities <i>(provide well defined objectives)</i> | <ul style="list-style-type: none"> • What specific tasks do you want this position to perform while working remotely? • What responsibilities, if any, will be different while teleworking? • If tasks cannot be performed remotely, can employees be redeployed to other roles? If so, contact Recruitment Services for redeployment options. |
| 2. Review UAB Telecommuting Guidelines | <p>► UAB Temporary Telecommuting Guidelines</p> <p><i>Note: There are two telecommuting agreements — a) Faculty and b) Staff</i></p> |
| 3. Agree on Timeline for Telecommuting not to exceed 6/30/2021 | <p>Make sure entry status is entered correctly on HR Dashboard as remote or hybrid.</p> <p><i>Note: An updated agreement is required for all faculty and staff, workgroups A & F, who will continue working a remote or hybrid schedule past December 31, 2020. The effective period is January 1, 2021 through June 30, 2021.</i></p> |
| 4. Determine Appropriate Work Status | <p>If some onsite work will be required, make sure current work status is marked as hybrid in the HR Dashboard. If all work will be done remotely, please mark as remote. This indicator impacts tracking for the Incident Command Center.</p> |

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| <p>5. Define Department Expectations</p> | <p>What is important for this position to participate in while working remotely? Examples:</p> <ul style="list-style-type: none"> • Attend scheduled 1:1 meeting with supervisor. Define meeting frequency. • Attend all team meetings. Define frequency. • Keep calendars updated with meetings and time out of office. • Notify supervisor of any changes in schedule with time off or sick as needed. • Record paid time out of the office in eLAS or Kronos. • Keep communication open with team members and check in on regular basis. • Attend meetings via Zoom, Microsoft Teams, or other virtual means, as appropriate for internal and external collaborations. • Provide phone number for calls, if needed. • Agree on work hours, schedules, availability, and expected response time. • Make sure all needed equipment and supplies are requested. • If needed, take advantage of online training opportunities via UAB’s Learning Management System: Working Remotely for UAB Employees |
| <p>6. Review Completion and Submission of Progress</p> | <ul style="list-style-type: none"> • Determine guidelines around daily needs/productivity • Be flexible with expectations while focusing on how job responsibilities will be performed remotely. • Provide well defined performance metrics. • Clarify prioritization of work and how accomplishments will be tracked and reported. The Progress Tracker tool was developed for this purpose. • Upload the Progress Tracker or other selected tool to the Performance Management System. Select “Upload a Completed Form” and “periodic check-in.” Upload at least quarterly; however, monthly is preferred. |
| <p>7. Review UAB’s Expectations While Teleworking</p> | <p>What is important for this position to know in support of the University while working remotely? Examples:</p> <ul style="list-style-type: none"> • Maintain confidentiality in all work. • Take advantage of online training opportunities via UAB’s Learning Management System: Working Remotely for UAB Employees • Access Remote Working Technology Toolkit. • Access Support Tools for Remote Workers. • Maintain proper Virtual Meeting Etiquette. • Keep designated workspace that allows focused time. • Properly report any issues regarding compliance concerns, HIPAA, Title IX or student concerns. • Notify manager of any UAB equipment used at home, take care of, and return as requested. • Live out UAB mission in all work and communications. • Follow UAB policies and procedures in UAB Handbook & Faculty Handbook. • Maintain safety protocols while on campus, i.e., wearing a mask, social distancing, handwashing/sanitizing, etc. |

Occasionally, situations change or telework arrangements may no longer be successful after implementation. The following are examples of instances where telework may not be appropriate, as well as how to end a telework arrangement earlier than the agreed time.

Reasons telework arrangement may be changed:

- » Conflict with or change in business needs
- » Changes in the position’s duties, i.e. promotion, transfer
- » Concerns with performance, conduct, time/ attendance practices, including repeated unavailability, repeated interruptions, or poor response times on projects and other requests
- » Policy violations

If the telework arrangement is not working:

- » Review the documentation from the steps above and have a conversation with the employee about any actions they can take to improve the situation, if applicable.
- » Document expectations, next steps and timeline for follow up.
- » Follow up.
- » If the telework arrangement does not improve, contact your HR Consultant to discuss next steps.