Beginning Monday, March 23, 2020, we are putting a plan in place to enable all faculty and staff whose work can be done from home to be able to do so with supervisor approval. Our top priority is to ensure the health and safety of employees, students, and our community. As we transition to this mode of work, we will need a new set of expectations about our work practices since this is a new approach for all of us. Listed below are the guidelines we ask all COD employees to follow so we can manage smooth workflows, ensure no disruption of activities, and ensure fairness to everyone. The decision about whether your job can be done at home should be made with your supervisor. We do, however, plan to be as flexible as possible and to prioritize everyone’s health and safety. We also wish to continue to meet our missions of education, research, and practice in the best possible ways.

**Tools and Support**

Employees must have the following available and access to all the software, programs, files, and communication (including email and phone) as if they were at their desk in a traditional office.

- Laptop or desktop computer that will support all the programs, software, and technology to complete your tasks without interruption to the workflow.
- Ability for live video conferencing using Zoom.
- Internet access that, on average, has adequate bandwidth.
- Ability to access all files, data, etc. to complete job responsibilities without interruption to the workflow.
- Remote location with minimal to no distractions or interruptions to conduct university business
- Ability to respond to phone calls with minimal or no distractions or interruptions.
- COD Help Desk (402-472-2588 or email codis@unmc.edu) and UNMC Help Desk (402-559-7700) is available for employees to contact for assistance with any IT issues.
- You should continue to follow all UNMC IT policies and guidelines.

**Rules and Expectations**

These are general rules and expectations. Your supervisor may have additional rules and expectations for you.

- We know you will continue to demonstrate the same responsible and professional manner as if you were working in a traditional office.
- We expect that you will maintain established regular working hours unless you have made alternate arrangements with your supervisor.
- Bi-weekly (hourly) paid employees should report actual hours worked through the same time reporting method as in the office (time entry in CATS).
- Please write a positive out of office message that lets people know the College is open, but you are working remotely and you welcome emails and calls.
- Please forward your office phone to your home or cell phone and answer and respond to messages as if you were in the office during your usual work hours.
- We expect that you will attend all meetings as requested by Zoom as your primary option or phone as a secondary option. We ask that you use the video function to help us all maintain the strong social connections we value and that are key parts of any team environment. Any conflicts or issues should be discussed with your supervisor.
- All absences require prior authorization from your supervisor and will be handled the same as when you are working in the office.
- Your supervisor may request proof or documentation of your work to ensure continuity of workflow and adherence to deadlines.
- Video conference at regular intervals with your supervisor is encouraged when feasible
- Team meetings via Zoom are encouraged to continue workflow and regular communication
• Performance expectations are the same as when working on site

I have read and agree with the expectations.

_____________________________
Employee Printed Name

_____________________________
Employee Signed Name

_____________________________
Date

_____________________________
Supervisor Signature

An email response of agreement from employee to supervisor will also be considered equivalent to consent by signing this agreement.