

Remote Work Guidelines for Employees

Khazar University Employees Working Remotely

Remote work can be helpful in urgent situations, allowing for continuity of operations. This guide outlines key considerations, and university guidance specific to COVID-19 remote work.

Key Considerations

Priorities & Essential Work

Evaluate the responsibilities and priorities of your position, considering customer/collaborator impact and feasibility of completing some or all of it remotely (with or without adjustments).

In general, any employee is eligible to work remotely. Your manager will determine if your position and performance lend itself to remote work or could be temporarily modified to integrate short-term remote work. If you have a role that is generally unable to work remotely, there may be creative ways to integrate remote work on a short-term basis. For instance, this can be an opportune time to catch up on work that often goes by the wayside. Consider what work this may be and propose it to your supervisor.

Technology

At a minimum, employees need a computer, internet, and phone access. If you do not have a Khazar-issued laptop, but have a personally owned computer/laptop/iPad, you may use this. However, you are responsible for following all university practices and policies to maintain security on your device.

You should be meeting basic performance expectations, have basic computer skills for email, internet browsing, and possibly Microsoft Word (and/or other Microsoft Suite software), and be able to commit to working productively from a remote location for the duration identified.

Consider testing remote work prior to using it in an urgent situation or emergency. This allows you and your manager to identify glitches, challenges, unanticipated questions, etc. and adjust accordingly. This reduces the amount of logistical challenges during an urgent situation as well.

Home Environment

Consider whether your home environment is conducive to remote work. Factors include the demands of other household members, household construction, appropriate lighting, seating, and other basic conditions. Set expectations with others in your home regarding your interactions and availability.

Tips:

- Choose a location in the home that has limited distractions and ample natural lighting
- Maintain good posture where you sit

- Take regular breaks (5 min of every hour) to look away from the screen and improve circulation
- Stay consistent with your eating, sleeping, and exercise routine as appropriate
- Structure your day, building in social time with colleagues and others
- Maintain boundaries to prevent overwork – unplug at the end of your work time

Contact Information

Provide multiple forms of contact information to your supervisor. Update your emergency contact information in Workday, which is viewable to HR representatives and administrative managers.

Remote Agreements

Due to the fast pace of evolving health regulations and the anticipated wide use of remote work, employees and managers are required to complete the university's temporary agreement form.

Managers are encouraged to discuss the agreement with you and confirm it in writing (e.g. email), outlining:

- Approval to work remotely and duration of agreement
- Hours of work agreed upon and any flexibility with those hours
- Work responsibilities/areas of focus during remote work
- Communication expectations (with manager, team, and/or customers)
- If internet service (or other systems) become unavailable, how will you work or will you need to use paid time off.

Meetings

Your manager will likely define what tools you will use to hold meetings virtually. Within your purview, identify which upcoming meetings can/should be rescheduled if necessary. Practice holding meetings remotely before increasing remote work use.

Time & Performance

Discuss with your manager how your time and performance will be managed. Communicate regularly with your manager regarding your work priorities, deliverables, timelines, etc.

Have a realistic conversation with your manager about how much work you can reasonably conduct remotely. Factors may include the nature of your work, or limitations you may face as a result of your home environment (e.g. you have mildly ill children present who need care). Consider what hours make the most sense for your work and whether you need to propose non-traditional hours such as early mornings, evenings, and weekends to conduct work.