



For Everyone



Allow for learning! Managers and employees should be patient and allow space for mistakes to be made. For most of us, working remotely is a very different from our usual working habits and the learning curve can be steep on new platforms, settings, and/or updated expectations. Use our [Performance Management page](#) for resources on providing and receiving feedback.



Communicate regularly! Communication helps us clarify expectations, promote awareness, and get questions answered.

Employees



Where possible, **check your remote working methods while present on campus** to ensure everything works properly and you understand how to use the resources. Quick resources:

- [UWSP IT Work from Home Tips](#)
- [Comprehensive Guide to Educating Through Zoom](#)
- [Tips and Tricks for Teachers Educating on Zoom](#)



Ensure data can be stored accessed securely. Data which should be secure includes student records, employee files, or any document with personally identifying information. **Do not share sensitive information over email or with coworkers. For best practices, reference the [IT Security webpage](#).**



The University does not expect to use personal phones for work related calls. As such, it is recommended that alternatives through work devices or platforms such as Microsoft Teams or Zoom be used. If there is a need for a university phone while telecommuting, speak with your supervisor. Otherwise, if, per your supervisor's approval, you plan to use your cellphone for university calls and desire to keep your number private, you may add "*67" before dialing the telephone number. This may display "Restricted", "Blocked", or "Potential Spam".



Take breaks, have set work hours, and keep a to-do list. Setting a schedule helps keep you on track for work in place that may have more (or different) distractions than your usual work environment. Use the free [wellness resources](#) provided through UWSP to support your wellbeing.



When establishing that work schedule in coordination with your supervisor, **identify your current projects and priorities for those projects.** Send the list to your supervisor and establish a plan to update them regularly on progress. Confirm how your supervisor prefers to receive updates. Take [LinkedIn Learning](#) courses on time management, working remotely, and more to support your success. Also, see: [New to Working Remotely? These Resources Can Help](#).



It may be that those you live with are also working remotely or who are present during a time they are usually elsewhere (school, day care, etc.). **Have a conversation** with those individuals about resources, expectations, and needs to help minimize conflict and distraction.



Enter your time, or request absences, timely. Working overtime, accrual of compensatory time, and accrual and changing of leave time is subject to the same rules and regulations as are in place at the designated university work location.

Managers



Set expectations for core hours, telecommunication platforms/methods, meetings, any reporting of work, etc. Common platforms for communication are Zoom meetings and Microsoft Teams.



When establishing that work schedule in coordination with the employee, ensure you **help identify current projects and confirm priorities**. Establish a plan to receive updates and check-in on the progress.



Ensure you are able to **monitor or measure the work product** produced by the employee during the period of remote work. For example, tracking emails or self-reporting on a spreadsheet. Current mechanisms of monitoring and measuring should be used as much as possible for to ensure consistency for all members of your unit.



Use the SMART method for determining goals for those employees who are working remotely. Use the SMART goals resources available on the [Performance Management webpage](#) for detailed information and tips on SMART Goals.



Approve time and absences, timely. The working of overtime, accrual of compensatory time, and accrual and changing of leave time is subject to the same rules and regulations as are in place at the designated University work location.

CITATIONS

- “Working From Home COVID-19s Constellation of Security Challenges” *Threatpost*, March 16, 2020, <https://threatpost.com/working-from-home-covid-19s-constellation-of-security-challenges/153720/>
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- “8 Best Practices for Successful Remote Workers”, *Glassdoor.com*, March 16, 2020, <https://www.glassdoor.com/blog/8-best-practices-for-successful-remote-workers/>
- “Work from Home Readiness Checklist”, *Workplaceless.com*, March 16, 2020, <https://www.workplaceless.com/blog/emergency-remote-work>