CONSIDERATIONS WHEN WORKING REMOTE

Human Resources continues to focus on the well-being and safety of our campus community, and to closely monitor the latest guidance regarding COVID-19. In order to minimize any potential disruption to services, we want to offer you some critical considerations in the event that the university needs to close a specific USF location for safety reasons.

We ask that all managers proactively review this plan now to begin to direct employees with their work should we need to use these guidelines in the future.

- Employees are expected to work their normal work schedule, unless they receive their manager's prior approval to adjust their schedule. Employees need to remain productive and responsive during their scheduled work hours.

- Employees are expected to arrange for child/dependent care as necessary for the hours in which the employee works at home. Personal tasks and errands should only be performed during the employee's scheduled breaks and lunches.

- If an employee is not able to connect to the University system, please contact the ITS help desk https://myusf.usfca.edu/its for assistance. If within one hour of their regular start time an employee is still unable to connect to the University system, they must notify their manager.

- Employees need to have a working telephone or cellphone at their remote location. Those employees who have already migrated to Jabber should ensure that incoming calls to their office phone are forwarded to their remote location phone or cellphone.

- The University of San Francisco is not responsible for operating costs of any personal equipment (including, but not limited to, computers, personal devices, cellular or standard telephones), home maintenance of personal equipment, or any other incidental costs (utility provider costs, telephone costs or for any supply costs used in the home) associated with the use of an employee's alternative work arrangement.

- When working remote, employees must adhere to USF's ITS Information Security Policy.