

# Working Productively while on Telecommuting and on Limited On-Site Operations Status

## UCOP COVID 19 Task Force

Rev. March 10, 2020

While UCOP is operating on telecommuting and limited on-site operations staffing status to support the health and well-being of our employees and community, we are providing this guidance to supervisors and staff on operating most productively and efficiently while working remotely and how to best practice social distancing if you are required to be in the office.

**Our primary goal is the health and well-being of our employees** and therefore we are directing as many functions and staff to work remotely as operationally possible. In addition, we know that most employees have continuing day-to-day responsibilities and that keeping up with work as much as possible will best support our UCOP mission and make our eventual transition back to normal operations easier.

Therefore our other objective is to **keep employees as productive as possible** while on telecommuting and limited on-site operations status. We ask all managers and supervisors to think creatively about how to support all their employees in caring for their health while still enabling them to continue to perform the important work they do. Our employees have different jobs and responsibilities and the modifications we can make to their work or how work is performed will vary.

### Expectations of Supervisors and Staff

UCOP locations will **continue to operate on normal business hours**. Supervisors and staff who are on telecommute status will be expected to maintain normal business hours unless alternate hours are specifically approved by their department and division leader.

Managers may not be accustomed to managing remotely and staff may not be able to perform all work remotely. Therefore to support employees in remaining productive, we are recommending the following best practices:

- **Continue day-to-day operations remotely:**
  - If staff are new to telecommuting, supervisors should set clear expectations for normal business hours, communications, how to deliver work product, and any other function-specific needs
  - Continue to conduct staff meetings and 1:1 meetings with direct reports
  - Schedule regular check-ins with your staff to ensure they have the information they need, have work assigned to them and are able to reach you for any questions and/or guidance
  - Continue to conduct other scheduled meetings related to day-to-day operations
- **Use remote work time to complete special projects and one-time tasks:**
  - Work on your self-appraisal
  - Begin working on performance appraisals for staff
- **Use remote work time to complete required and other training:** while developing a remote work plan, supervisors should work with their staff to identify opportunities for training.

## Working Productively while on Telecommuting and on Limited On-Site Operations Status

### UCOP COVID 19 Task Force

Rev. March 10, 2020

- The top training priority is the mandatory compliance training, which includes [Sexual Violence and Sexual Harassment for Supervisors](#) training for managers and supervisors [Cybersecurity](#) and [Sexual Violence and Sexual Harassment for Staff](#) training.
- The next priority for UCOP is [Implicit Bias Training](#).
- All employees who desire to become a manager, supervisor, or lead a team, should consider completing the UCOP People Management Series and Certificate. This is a systemwide program for UC employees who manage others or aspire to manage people. This series includes the core curriculum of the [UC People Management Certificate](#) and the full curriculum for the [UC Implicit Bias Certificate](#).
- We also recommend checking out [LinkedIn Learning](#). This provides unlimited access to more than 13,000 video tutorials that cover topics such as people management, leadership, software, new technologies, creative skills and more. This is another source of development opportunities that all members of our UCOP community can access.

#### **Paid Administrative Leave**

For employees who cannot work remotely (including student employees), and who are directed not to come to work, the University will provide paid administrative leave. Before providing paid administrative leave, however, managers should first consider the alternative work arrangements and assignments discussed above. Employees who are directed not to come to work or work remotely will receive paid administrative leave according to the [Novel Coronavirus 2019 \(COVID-19\) and Paid Leave and Remote Work Provisions](#) for the time not spent on their regular work, special assignments, projects or training.

#### **Next steps**

We appreciate the kindness, care, and compassion that has been demonstrated by our community as we continue to work through this unpredictable situation. UCOP leaders and campus leaders are continuing to meet daily to think through these issues and are preparing to take the necessary measures to protect the health of our employees. As we receive more information and service needs change, we will provide further guidance. Please go to <https://www.ucop.edu/coronavirus/> for up to date information or contact us at [UCOP-COVID19-Response@UCOP.edu](mailto:UCOP-COVID19-Response@UCOP.edu) .