



Telecommuting Roundtable November 20, 2020

UC SANTA CRUZ



Outline for the Session

SECTION 1: Overview of the tools and guidelines

SECTION 2: Ergonomics

SECTION 3: Wellness and safety

SECTION 4: Support and accommodations

SECTION 5: Cybersecurity

SECTION 6: Leading and managing remote and hybrid teams

Q&A

A top-down view of a workspace. A person's hands are holding a tablet computer over a laptop. A grey tabby cat is looking at the tablet. A pink sticky note on the laptop keyboard says "MEETING AT 12:00". A cup of coffee is visible in the bottom right corner. The background is a dark desk with some papers and a pen.

SECTION 1:

Overview of the tools and Guidelines

Introduction and Background

- Telecommuting and Remote Work are not new
- Pandemic-imposed conditions
- Interim, customized and flexible
- Case-by-case solutions
- “The campus” is not just a place; it is also a set of shared principles and objectives
- UC system-wide philosophy/strategy/policy TBD

Forms and Guidance Website:

<https://shr.ucsc.edu/procedures/telecommuting/index.html>

Telecommuting at UCSC

Why Telecommute?

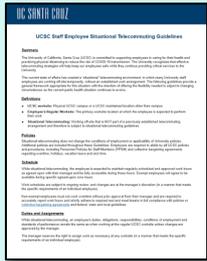
Telecommuting offers the opportunity to **enhance our work environment at UCSC in order to attract, empower and retain a resilient and results-oriented workforce.**

Situational Telecommuting vs. Routine Telecommuting and Remote Work

- **Situational Telecommuting:** working remotely **without a pre-established alternative work arrangement** (applicable to COVID-19, Wildfires, or disruptive events).
- **Routine Telecommuting:** an arrangement that allows an employee **to work on a part-time basis at an alternate location** other than a UCSC worksite while maintaining an assigned work location (e.g., office or cubicle) at a UCSC worksite.
- **Remote Work:** an arrangement that allows an employee **to work entirely at an alternate work location** other than a UCSC worksite without an assigned UCSC worksite (e.g., individual office or cubicle).

Documents

Situational Telecommuting Guidelines



- Provides a general framework for working remotely without a pre-established arrangement.
- Offers the flexibility to adjust to changing circumstances as they continue to evolve (e.g., COVID-19 situation).
- Helps keep our employees safe while they continue providing critical service.

Routine Telecommuting/Remote Work Guidelines



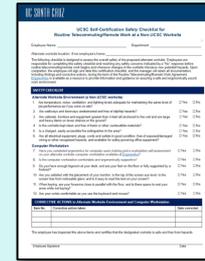
- Provides a general framework for establishing alternative work arrangements.
- Does not attempt to address special requirements of all staff employees or positions.
- Outlines the process and requirements for establishing a formal Agreement.

Employee Self-Assessment



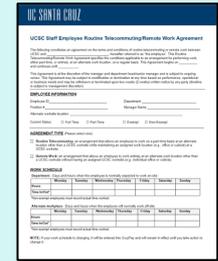
- Guides a determination of compatibility for telecommuting or remote work by identifying potential gaps.
- Given the campus' experience with situational telecommuting, the assessment is optional, at the manager's recommendation.

Self-Certification Safety Checklist



- Guides the employee in assessing the overall safety of the proposed alternate worksite, including environment and computer workstation.
- Employee is responsible for completing the checklist and resolving any safety concerns before work begins.

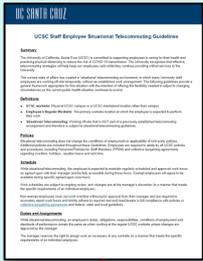
Routine Telecommuting/Remote Work Agreement



- Prepared jointly by the employee and manager and subject to the department head/senior manager's approval.
- Formalizes agreed-upon conditions, requirements and expectations for the alternative work arrangement.
- Is time-bound and subject to review.

Documents

Situational Telecommuting Guidelines



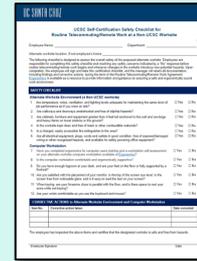
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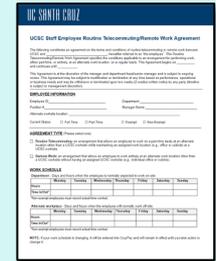
Employee Self-Assessment



Self-Certification Safety Checklist



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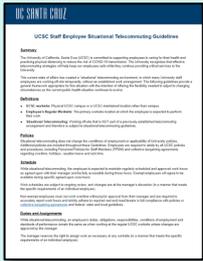


SITUATIONAL TELECOMMUTING GUIDELINES

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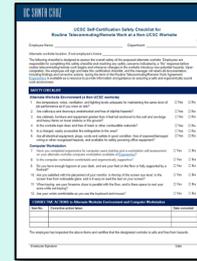
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Employee Self-Assessment



Self-Certification Safety Checklist



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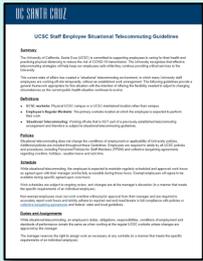


ROUTINE TELECOMMUTING/ REMOTE WORK GUIDELINES

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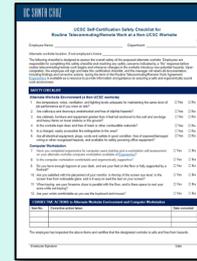
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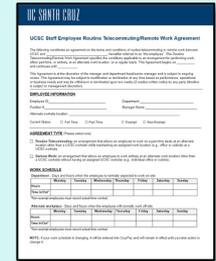
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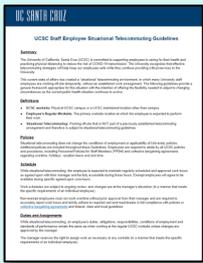


EMPLOYEE SELF-ASSESSMENT

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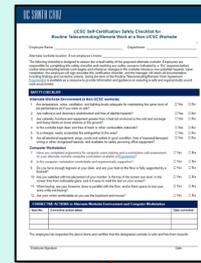
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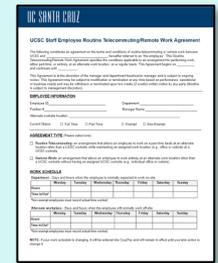
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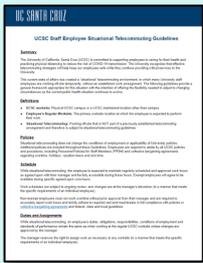


SELF-CERTIFICATION SAFETY CHECKLIST

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Situational Telecommuting Guidelines



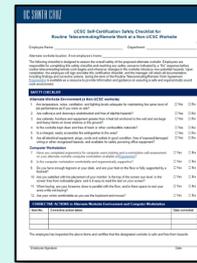
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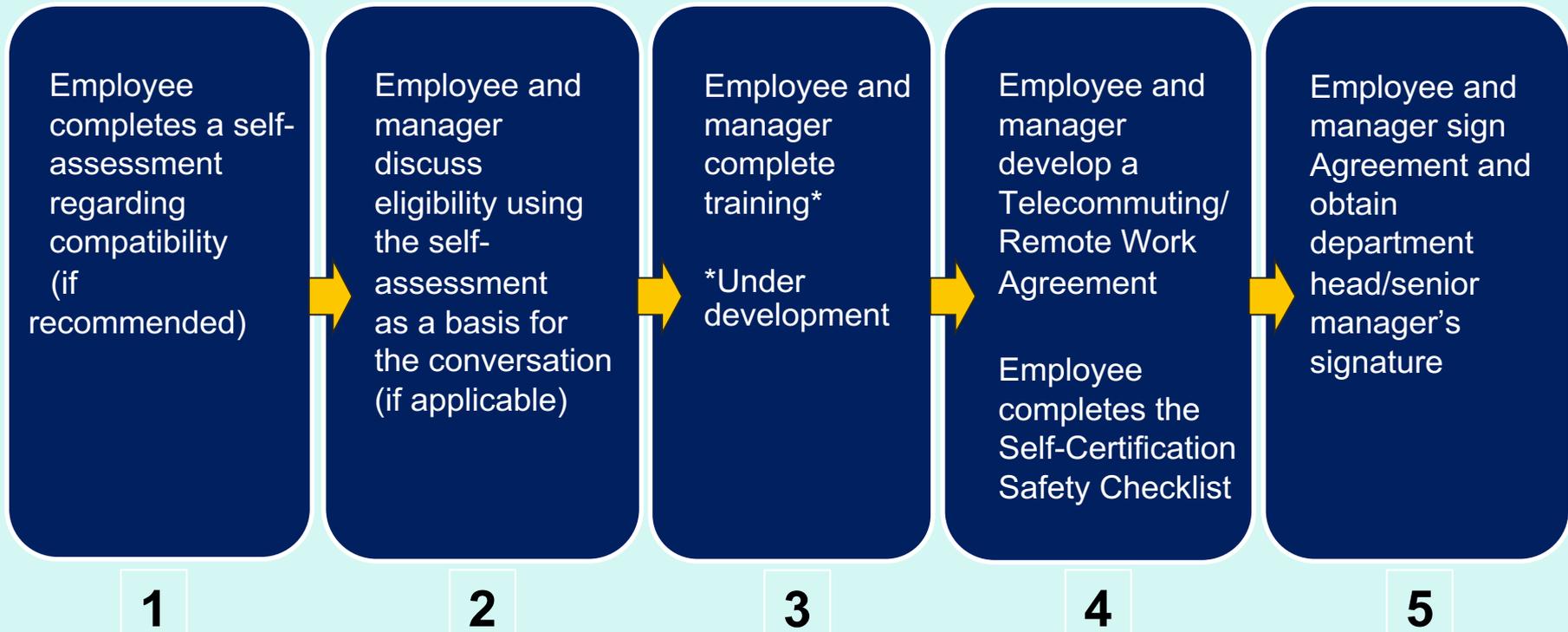
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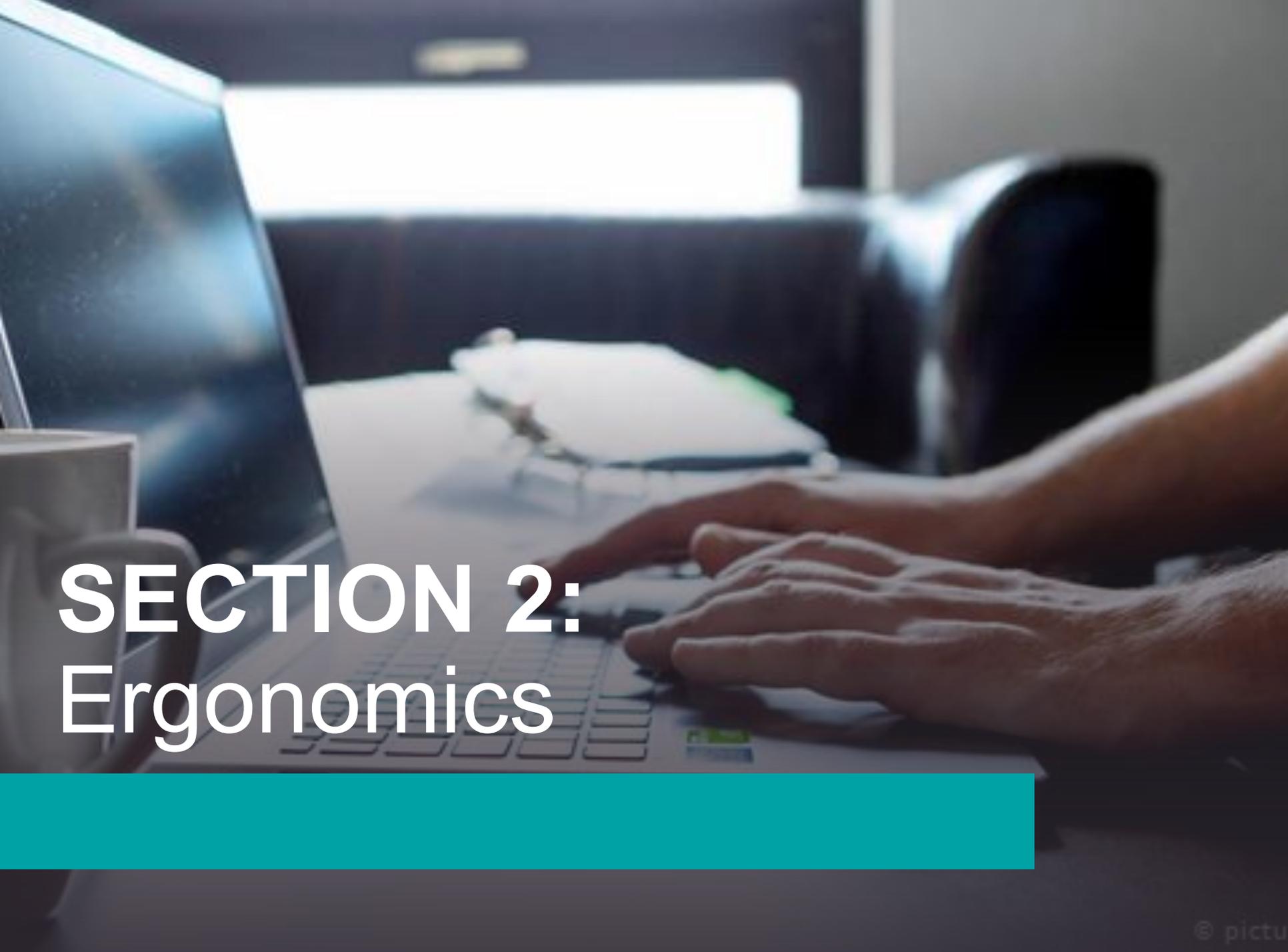


ROUTINE TELECOMMUTING/ REMOTE WORK AGREEMENT

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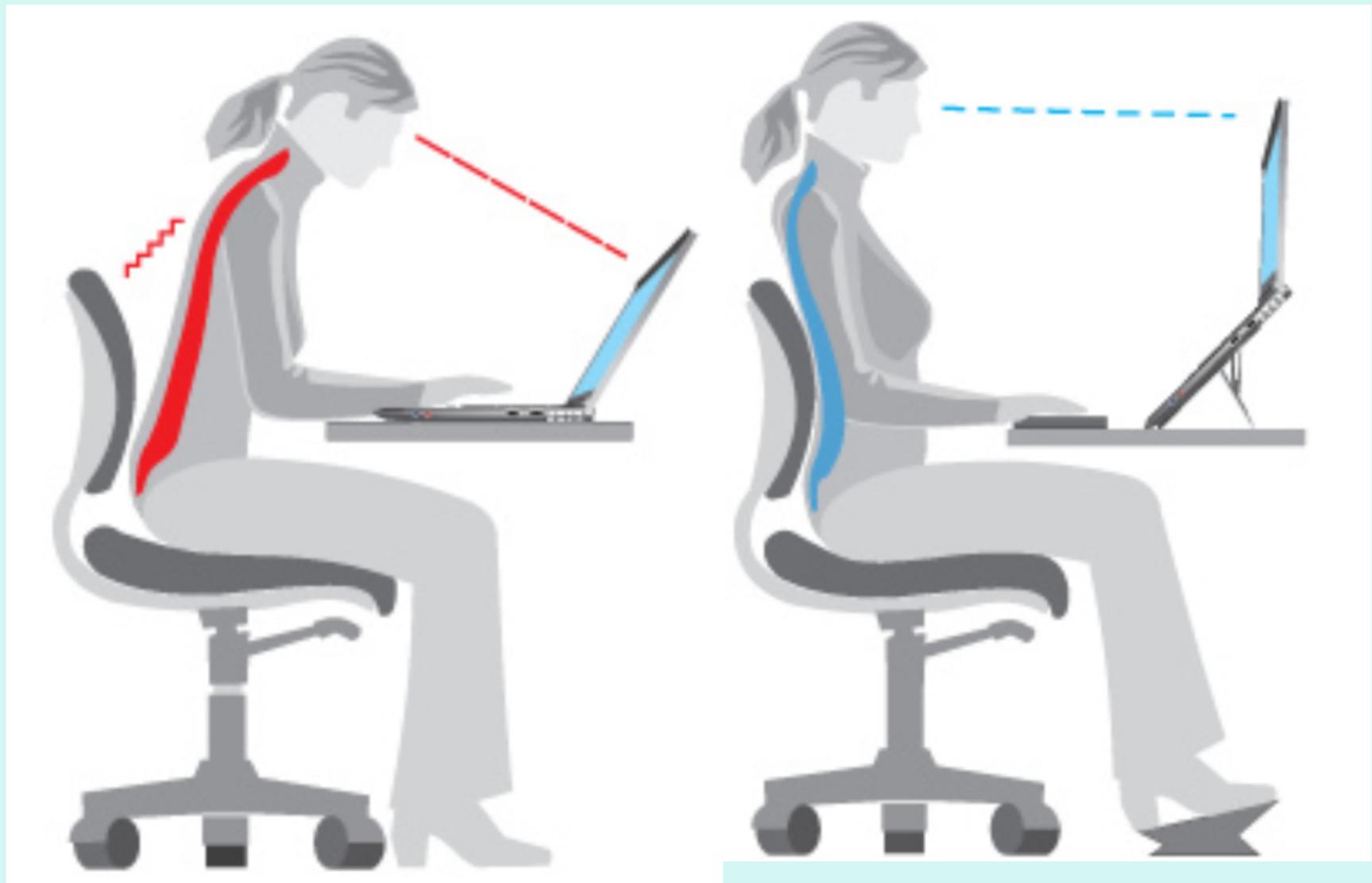
Process

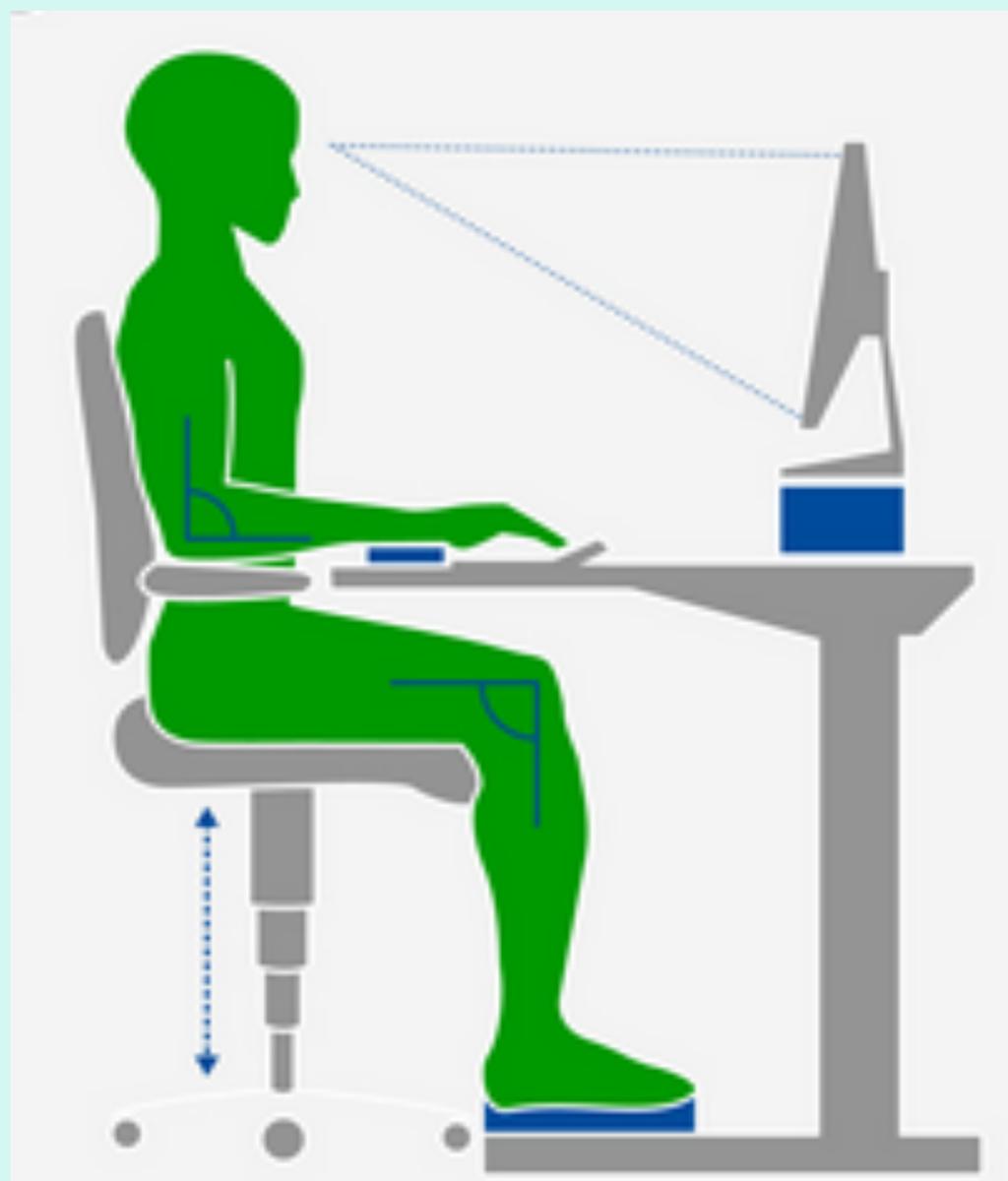


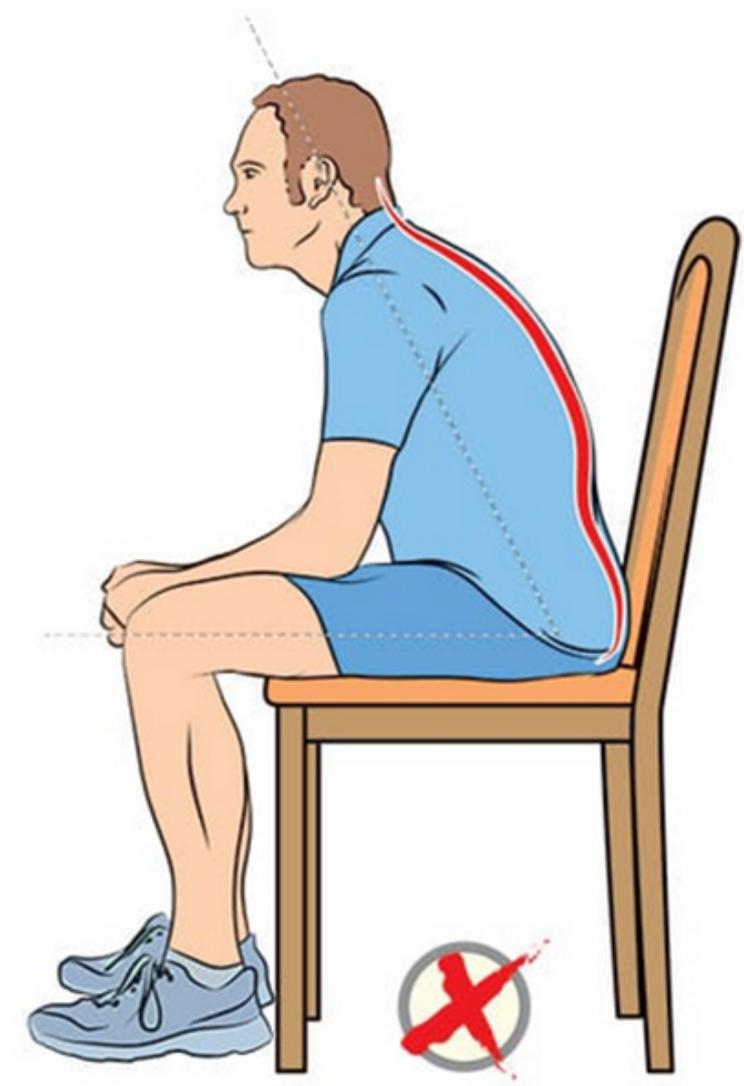
A photograph of a person's hands typing on a laptop keyboard in an office environment. The person is wearing a dark long-sleeved shirt. In the background, there is a computer monitor displaying a bright white bar, a black office chair, and some papers on the desk. A white mug is visible on the left side of the frame. The overall lighting is soft and focused on the workspace.

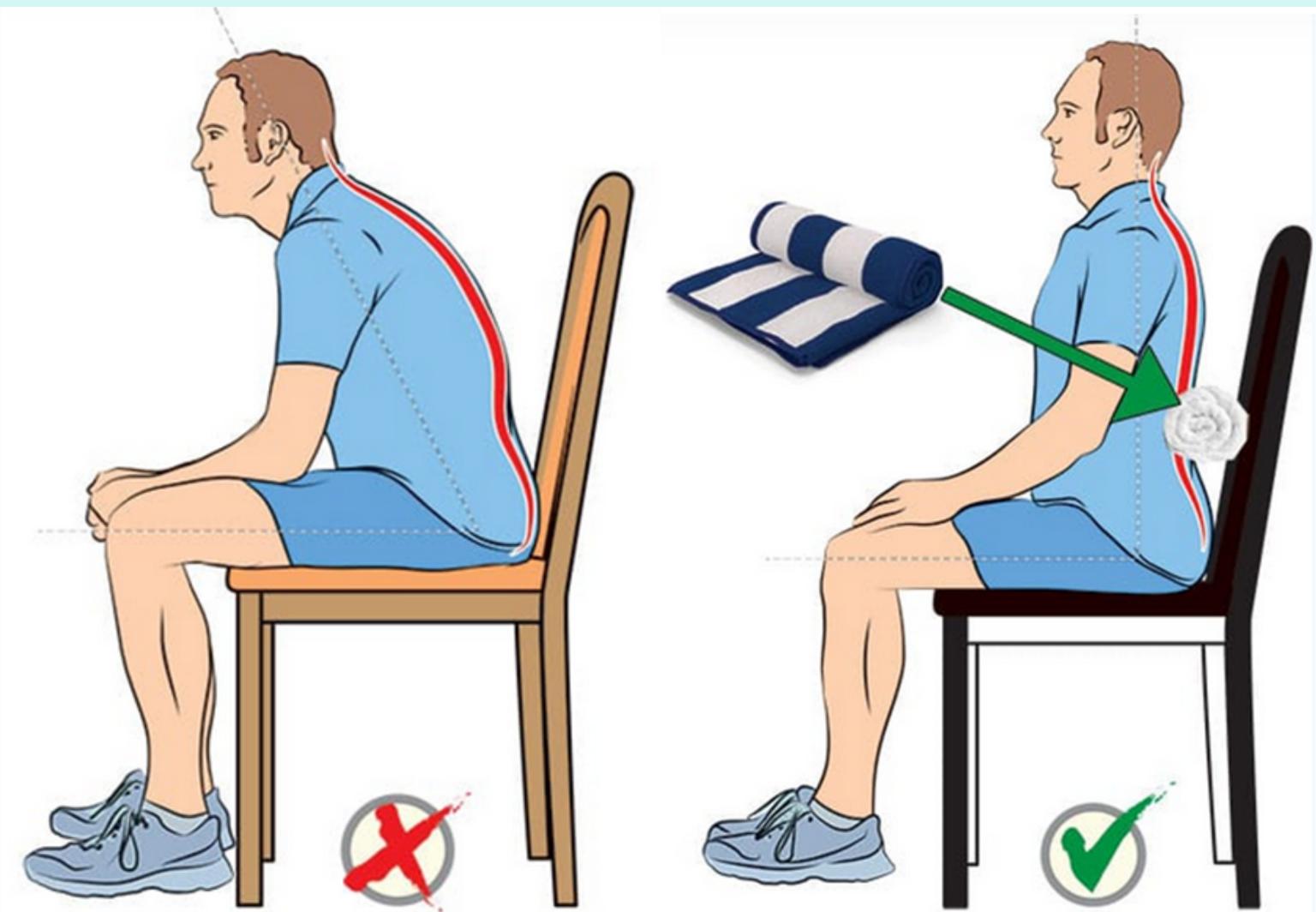
SECTION 2: Ergonomics







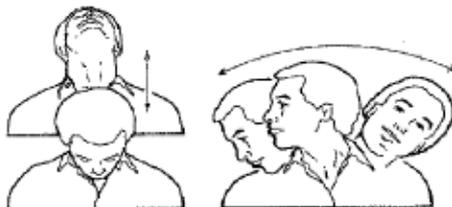




BEFORE WORK and MICROBREAK EXERCISES

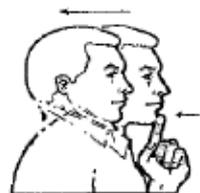
Hold stretches for 2 relaxing breaths. Doing all stretches daily is beneficial. However the most important ones are the stretches that feel tightest. Done often during work, these stretches will increase energy and comfort while reducing cumulative trauma stress. Discontinue if you feel discomfort other than simple stretching of tight muscles.

NECK STRETCHES



Bend head downward then slowly upward. Side bend neck towards shoulder, hold, look down then switch sides. Slowly and fully turn head to one side then the other.

CHIN TUCKS



Pull chin and head straight backward as to make many chins. Hold for a few seconds, repeat three times.

CHEST AND SHOULDER STRETCH

Clasp hands behind back. Slowly straighten and raise arms. Arch back. Sitting forward in seat or standing up may help.



SHOULDER ROLLS



Roll shoulders forward in 3 large circles then backwards.

SIDE STRETCH



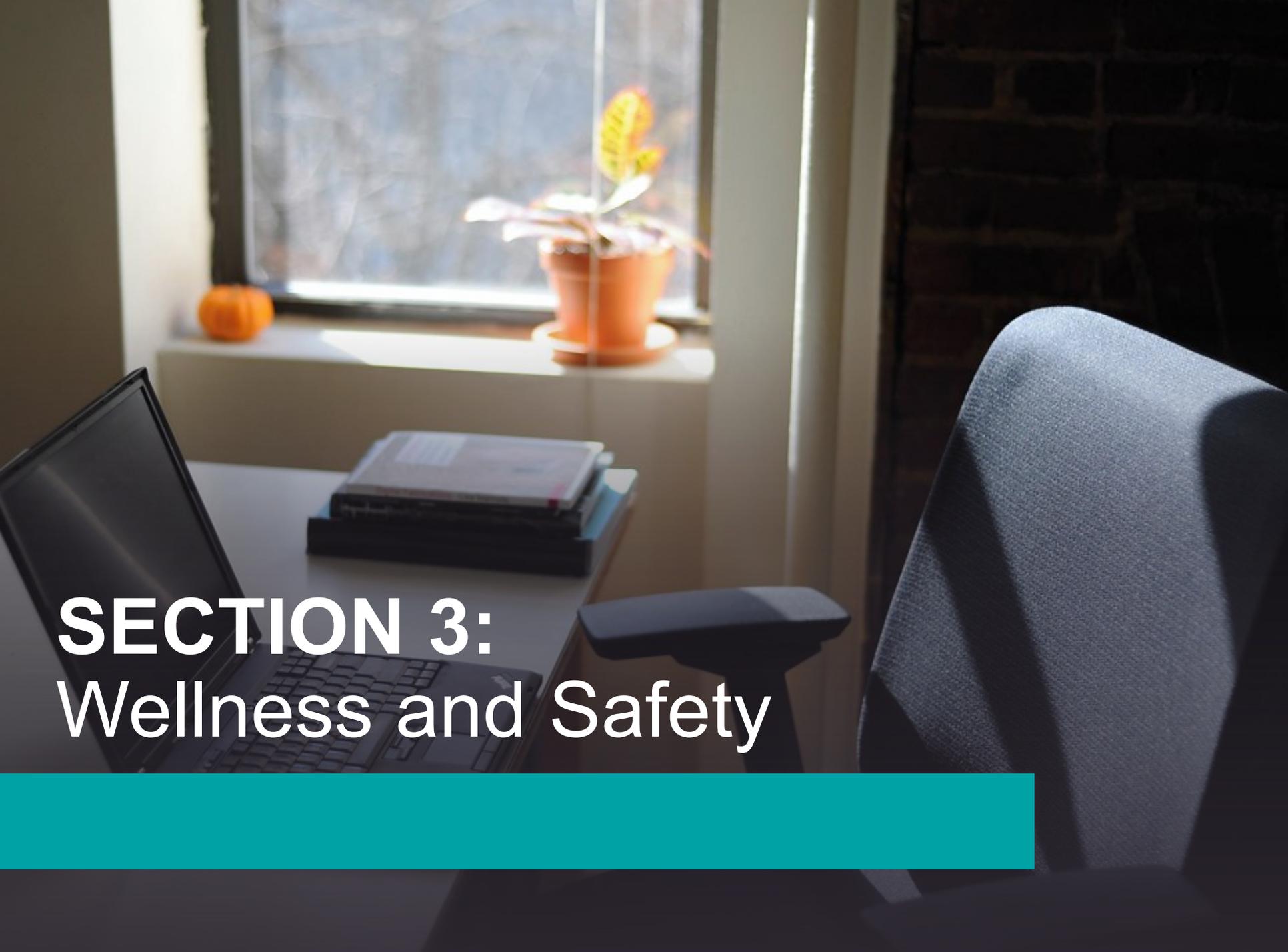
Bend knees slightly and flatten back with forward tilt of hips. Without twist, reach high overhead and bend to one side. After 2 breaths switch sides.

HAND AND WRIST STRETCHES



Caution: This must be done **slowly** and with **minimal** force. Hold each stretch for 5 seconds.

1. Palm up with elbow at side and forearm level with ground. Hold fingers and gradually pull down and back.
2. Gently pull thumb down.
3. Return to fingers. Gently hold as you slowly straighten your arm.
4. Arm straight, turn palm down and gently pull fingers down and back. Bend elbow, palm down, pull fingers down and back. Switch hands.

A photograph of a desk setup in a home office. On the left, a black laptop is open. In the center, a black printer sits on a stack of papers. To the right, a blue office chair is partially visible. In the background, a window shows a view of trees, with a small potted plant and an orange on the windowsill. The scene is lit with soft, natural light.

SECTION 3: Wellness and Safety

Safety While Working From Home

Key observations from last 8 months

- Collaborative approach to remote workplace
- Defining designated work area
- Establishing work hours
- Mental health wellbeing

Safety While Working From Home

Highlights of some best practices

- Provide early notification
- Access to support and resources
- Communication
- Wellness support

Wellness While Working from Home

Key observations from the last 8 months

- Importance of emotional wellbeing and self care
- Importance of feeling connected to family, friends, and peers
- Blurred lines between work and home life

Wellness While Working from Home

Highlights of some best practices

- Focus on Emotional Wellbeing and Self Care
 - Short meditations or breathing exercises throughout the day
 - Keeping a journal and/or gratitude journal
 - Make time for exercise
 - Include nutrient-dense, non-processed foods in your diet
 - Schedule your breaks and lunchtime on your work calendar
- Focus on Connection
 - Genuinely ask how your coworkers are doing
 - Call or Zoom your family, friends, and peers; don't just text!
 - If you and your family are working and learning from home together, make sure to take some time for yourself!

Wellness While Working from Home

Highlights of some best practices

- Focus on separation between work and home life
 - Create a routine around starting and ending work
 - If possible, carve out a space dedicated to work
- Wellness Programming
 - Diabetes Prevention Program
 - Smoking cessation
 - Nutrition Series
 - Marathon in a Month Challenge



SECTION 4: Support and Accommodations

Employment Accommodations

The University provides reasonable employment accommodations to employees with functional limitations resulting from medical or psychological conditions.

Types of Accommodations:

- Acquiring or modifying equipment
- Job restructuring
- Modifying work schedules
- Making facilities accessible
- Providing readers or interpreters
- Reassignment to a vacant position

Employee Assistance Program



Employee Assistance Program

Call anytime for help with the demands of everyday life.

(866)-808-6205 toll-free

1-800-842-9489 TDD

or log on to
www.liveandworkwell.com
access code: UCSC



Questions?

**For more information on campus COVID-19
recovery and resiliency efforts visit
recovery.ucsc.edu**