

Planning for Continued Remote Work for the Foreseeable Future

A Brief Guide for Supervisors and Managers

5/28/2020

While UCSF has begun a phased return to on-site operations for some UCSF employees, those who can continue to work remotely should do so. This guide outlines steps for supervisors and managers to take and resources to plan for continued remote work.

1

Review and complete the **UCSF Telecommuting Agreement** with your employee

This agreement includes the following conditions (not an exhaustive list): employee availability during work hours; completion of current safety and ergonomic training and maintenance of a safe and ergonomic environment; the use of encrypted electronic equipment that meets all of the University's security requirements; and allowable and prohibited expense reimbursements.

2

Employees who work from home and/or use University equipment to work remotely need to complete the following:

Home Safety Checklist

Receipt of University Equipment Form

It may make sense for an employee to take their office computer, monitor, and/or keyboard home to allow for continued remote work. Employees should consider the weight and size of equipment and take safety precautions when moving equipment.



Consultations available with Labor & Employee Relations

Discuss particular circumstances for your area including addressing unique employee situations and competing needs (e.g., on-site coverage versus childcare) with your LER representative. Email ELR@ucsf.edu.



IT Remote Work Resources
[UCSF IT](#) (Phone, VPN, Zoom, etc.)



L&OD Remote Work Resources for Managers and Staff
[Learning & Organization Development](#)



Ergonomics Resources and Tips
[UCSF Campus Ergonomics and Human Factors program](#)

[UCSF Health Ergonomics](#)

[eCourse and Self-evaluation for Campus and Health Staff \(UC Learning Center\)](#)



Mental Health and Wellbeing
[Cope: A UCSF Coping and Resilience Program](#)

[COVID-19 Mental Health Support](#)

[Faculty and Staff Assistance Program](#)

For more resources and the latest news on UCSF's response to COVID-19:
coronavirus.ucsf.edu