



# Idaho State University

## Suggested Remote Work Planning Guide

In support of federal guidance, Idaho State University has prepared the following planning guide to actively identify and encourage remote work, when possible. Supervisors may use this guide to actively identify and assign remote work for their respective units. Managers are encouraged to use this guide in collaboration with each employee. Remote work plans are subject to change at any time.

**Position Title** \_\_\_\_\_ **Name** \_\_\_\_\_

**Department** \_\_\_\_\_ **Division** \_\_\_\_\_

### Duties that the employee is able to perform remotely

### Duties that the employee is unable to perform remotely

### Equipment needed to work remotely

Departments are authorized to allow employees to take University equipment, including laptops, desktops, scanners, etc., with them to perform remote work. Also consider special access to systems such as VPN, Zoom, voicemail, etc.

## Plan for duties that are unable to be completed remotely

List priorities, projects, tasks, etc. that will be challenging to complete remotely, and plans to overcome those gaps.

## Remote Work Tips and Reminders

- **Maintain frequent communication.** Managers are responsible for maintaining an open and clear line of communication. Managers must be a resource and be available for questions from employees through remote access.
- **Continue regular meetings and check-ins opportunities.** Remote work should not change regular office needs to collaborate/meet via remote access. Utilize Zoom or other technology for regular team meetings.
- **Identify a regular working space.** Employees need to map out a workspace at home. Our homes have distractions that would not otherwise exist in the workplace. Establishing a workplace, even if it is the kitchen table, can help minimize the distractions.
- **Eliminate safety hazards.** Employees should examine the regular work space and remove any potential hazards to reduce the possibility of trips, falls, cuts, abrasions, etc. Ensure that the home worksite is set to similar standards as the office environment by removing any obstacles or safety concerns.
- **Employees should set daily objectives.** It is suggested employees start their day by making a list of daily tasks and track progression. Recommend your employee pay attention to their list throughout the day and ensure they are achieving their goals. Employees and managers should maintain communication about the goals they have achieved, what they need assistance with, and if they need additional projects to work.
- **Maintain regular availability.** Employees should remain available during their working hours to take calls, respond to emails, participate in video conferences and meetings, and/or respond to instant messages.
- **Ensure privacy.** Employees should assess their home environment. Are they taking every preventive measure they can to protect their privacy and the information you have access to? Just like work information, personal information is also important to keep protected.
- **Test phone access, voicemail, and other related equipment.** Enact voicemail to state you are out of the office or determine if phone(s) can be forwarded to a home/cell phone. Test computer at home work location for system access and remote work needs.

*This document is for planning purposes only between the employee and manager.*