

Temporary Remote Work – Frequently Asked Questions

UC ANR is dedicated to providing appropriate resources to assist telecommuters during the shelter in place orders from state government. While the pandemic has caused financial constraints and concerns regarding unnecessary expenditures, we are working to provide alternative solutions to telecommuting problems, wherever possible.

Below are some of the most Frequently Asked Questions. Please feel free to contact humanresources@ucanr.edu if you would like to discuss further.

1. How do I ensure my space at home is set up ergonomically?

Ergonomics while working from home is as critical as ergonomics in the office. Please check out these handy guides: [Computer Ergonomics at Home](#). Contact [David Ritz](#) if you have questions about ergonomics.

2. How do we best handle incoming/outgoing calls? What if I don't have a cell phone?

The use of Zoom has been provided to those who do not choose to use their personal cellular devices. Employees are not required to use their cell phones and we hope that in those cases where it will cause a hardship, employees are using the tools UC ANR has provided to support them. Employees can use their own devices, but doing so is voluntary. If employees do not have or cannot use their own devices, please contact your unit Director for assistance. They can coordinate with IT for additional support as needed.

Please check out this handy guide: [Getting Ready to Work Remotely](#)

3. Can I work from another state/out of the country?

Employees may temporarily work from out of state, keeping in mind there may be additional considerations on health insurance and tax implications to be considered. Please contact Human Resources for additional information.

Temporary out of county telecommuting may be considered on an exceptional basis only. Please discuss with your department head and contact Human Resources for additional information.

4. What if I don't have a computer or printer at home?

Computers/printers/supplies should be provided by the department and employees should be allowed, to the extent possible, the ability to take home their equipment. If there are cases where this is not feasible, IT and or HR may be able to support alternative plans.

Please check out this handy guide: [Getting Ready to Work Remotely](#)

5. My internet is unreliable; how can I continue to work from home?

Employees who are not able to work from home due to lack of access to the internet should contact IT and/or HR for alternative solutions. This may include recommendations such as:

- i. utilize tools to improve wifi if available
- ii. return to the office (if it can be done safely according to state and local guidelines)
- iii. take UC approved leave time

- iv. other alternative solutions, tbd

There is no one size fits all solution, but our goal is to ensure that employees are able to work, and to do so appropriately.

6. Working from home is causing a hardship; is it possible to return to the office?

Possibly. Return to in person operations is dependent on the local shelter in place orders, state guidelines, and ANR's Safety Guidelines. State and local governance takes precedence. However, in some places it may be possible to work from an office. Please contact your supervisor to discuss further. The unit Director will submit their requests for UC ANR leadership to review.

7. I'm worried my staff will feel disengaged or unappreciated while working from home. How can I manage from home?

Please check out this handy guide: [Tips for Managing Work While Telecommuting](#)

8. What if I am injured while telecommuting?

Work-related injuries incurred in the off-site workspace, during agreed upon working hours, should be reported promptly to the supervisor. Such [reports of injuries](#) will be handled in the same manner as reports of injuries in the normal workplace.

9. Do we need telecommute agreements for employees working from home?

Telecommuting agreements are a best practice but are not being required at this time, due to the state of emergency. Please see here for telecommute agreement forms and process:

- i. [Telecommuting-Agreement - ACADEMIC](#)
- ii. [Telecommuting Agreement - STAFF](#)

10. Remote Work is going well for me; how long can I continue?

UC ANR strives to allow flexibility and reasonable telecommuting arrangements throughout the state of emergency. Supervisors and employees may coordinate with HR to discuss options for ongoing telecommute agreements and strategies to maintain performance standards and work continuity where feasible.

Though long term telecommute agreements may not be reasonable for all employees, UC ANR is supportive of flexible work arrangements. Considerations for costs, impact to workload and duties are all factors in making long term decisions and those decisions will be made on a case by case basis, in consultation with the HR department and the approval of the unit director.

11. Where can I find more information?

http://safety.ucanr.edu/Programs/emergency/Current_Health_Alerts/Guidance_for_Telecommuters