UCI Human Resources

COVID-19 Short-Term Telecommuting Guidance
Effective and Productive Telecommuting

Overview

UCI's priority is the health and welfare of its employee and, therefore, many units will be directing functions and staff to work remotely as operationally feasible.

UCI locations will continue to operate normal business hours. Managers and staff who are telecommuting will be expected to maintain normal business hours, unless other hours are specifically approved by their department.

Managers may not be accustomed to managing staff remotely and staff my not be able to perform all of their regular work remotely. To support employees in remaining productive, we recommend:

- **Continue day-to-day operations remotely:**
    - Managers should set clear expectations for normal business hours, communications frequency/methods, 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.
    - Team members should continue to work together.
    - Utilize technology available, such as Skype messaging/screen sharing and Zoom conferencing.

- **Employees can use remote work time to complete special projects and one-time tasks. Managers may make new work assignments to staff. These assignments may include:**
    - Complete required and optional online training at UC Learning Center (uclc.uci.edu). These may include cyber security awareness, sexual violence and sexual harassment prevention, managing implicit bias, safety assessment, and ergonomics.
    - All employees who aspire to become a manager, supervisor, or lead a team, should consider completing the UCOP People Management Series and Certificate. This series includes the core curriculum of the UC People Management Certificate and the full curriculum for the UC Implicit Bias Certificate.
    - Develop desk manuals for every position.
    - Document internal unit processes and workflows.
    - Update websites and prepare updated content.
    - Develop or update unit's annual planning calendar and work plan.
    - Organize shared drive folders and filing.
    - Work on ACHIEVE goals and Check-Ins.
    - Work on other special projects.

Resources

"How to Manage Remote Employees": Gallup has a relevant article on managing remote staff. There is also an on-demand webinar—the link is at the bottom of the article.
https://www.gallup.com/workplace/263510/manage-remote-employees.aspx