

University of Alaska Operational Phase C Transition Guidelines

June 2021



General Guidelines

- Are business needs being met (e.g. employee is available during business hours)?
- Are employees able to maintain the security of university-owned equipment and data (i.e. confidential forms, access to Banner, etc.)?
- Are supervisors able to ensure that all employees have an equitable workload (e.g. how will ad-hoc requests that can only be accommodated by someone available in-person be handled)?
- Would working on-site be a more welcoming in-person experience for students, faculty, staff and visitors?
- Does the academic experience and support interactions need to be face-to-face in order to maintain a high level of service for students?
- What are the physical space needs and considerations if the employee is working on-site (e.g., social distancing needs, employees rotating schedules, etc)?
- Does providing remote or hybrid remote work as an option enhance employee retention or recruitment?
- Does the employee have the support they need to work remotely (e.g, internet connectivity, office supplies, etc.)?

Position Specific Guidelines

- Is the position most effective in-person or requires in-person interactions with colleagues, customers, the public, or students?
- Is the position responsible for managing a facility or area that requires in-person or on-site management and/or maintenance (i.e. lab manager, residence life, facilities services, data center etc.)?
- Does the position need to be on-site to support student life activities (i.e. athletic coaches and trainers, student recreation centers, residence life, etc.)?
- Does access to job-specific equipment or tools require that the employee be on campus or on-site?
- Does training need to occur in-person?

Performance Guidelines

- Is the employee productive and/or efficient working in person, remotely or in a hybrid arrangement?
- Is the response time sufficient/timely and are the responses professional?
- Are agreed upon work schedules maintained?
- Does the employee meet deadlines and performance expectations?
- Does working remotely provide high quality support to co-workers and students?
- Are the supervisor and employee able to effectively communicate the needs of the department or unit and work together to meet those expectations?

Telework Form

- Conversation between employee and supervisor
- Process flow: Employee (to start the request) > HR Coordinator (to add HR information needed for processing) > Supervisor (to approve) > UA HR (to do data entry into Banner)
- Link to the [form](#)
- Replaces the Work Outside Alaska approval process

Demo

Websites

University of Alaska Fairbanks

[University of Alaska COVID-19 info - UAF Faculty & Staff \(google.com\)](#)

University of Alaska Anchorage

[University of Alaska COVID-19 info - UAA \(google.com\)](#)

University of Alaska Southeast

[University of Alaska COVID-19 info - UAS \(google.com\)](#)

University of Alaska Statewide

[University of Alaska COVID-19 info \(google.com\)](#)