The university remains open as research, student support, and all other campus operations continue, though in a modified capacity. What is changing is how some of our work is done. The Centers for Disease Control and Prevention (CDC) guidance recommends that we all practice social distancing. In order to do that effectively while keeping the campus operating, it is important that we activate remote work arrangements for those whose work can be done from an off-campus location.

Per the notification to all employees on the evening of March 15, 2020, UND will move to have non-essential individuals, work remotely.

**Remote Work Plan**

For those employees who are able to work remotely, the employee and supervisor will work together to create a work plan. Managers and employees will need to put the agreement in writing (e.g. email) outlining expectations.

**The following should be included:**

- Work with your supervisor to discuss priorities and expected work outcomes for the day/week. Your supervisor will determine method of check in (phone, zoom, or email) and frequency (every morning, twice a week, etc.)
- All emails and phone calls should be monitored and answered within 24 hours.
- No overtime will be allowed without prior, written approval by the supervisor.
  - If overtime is approved, all hours must be submitted immediately into TLAB.
- Daily work hours must be established. If there is a change in the regular schedule, this should be identified in the work plan.
  - Supervisors should work with employees where needed for flexibility in actual work hours during the day. If an employee needs to work earlier or later in the day due to family needs, where possible that consideration should be made.
- Meetings should continue via Zoom, Skype or conference call as possible.
- Employees may come to the office to exchange completed work assignments for new work if needed. However, this should be significantly limited and coordinated by their supervisor or designee.
- Please use the Covid-19 Productivity Report to track work at a high level on a daily basis. The report must be submitted to the direct supervisor at the end of the workweek. (see attached example). This form is only for those non-essential individuals who will work at home.
  - Supervisors must maintain a copy of each employee’s Productivity report.
  - You may download the report [here](#). This is also available at the UND HR & Payroll homepage. (COVID-19 button)

**Technology Assistance**

As you prepare to work remotely, the following is a list of technology considerations to ensure continuity of operations.

**Equipment:**

Employees are strongly encouraged to use UND-owned laptops and other devices. The employee is still
responsible for following all university practices and policies to maintain security on the devices. The personally owned devices are not insured for replacement.

**Home Network Connections:**

The employee is responsible for their network and phone access. Please discuss your usage/data plans with your internet service provider to ensure you will not encounter increased fees. If you do encounter overage, please track for possible reimbursement. Additionally, please verify your internet connection is secured.

**UND Network Connection:**

Some systems (such as Perceptive Content, shared drives, and HPC applications) can be accessed only when you are connected to the UND network. When working remotely, you can access these systems through VPN. Make sure Cisco Any Connect VPN Mobile Client is installed on your device. Because most web applications are already encrypted and secured via HTTPS, you will not need to use VPN for applications without private and restricted data.

**Use OneDrive:**

Employees are strongly encouraged to move files from shared drives (for example, P: or S: drives) to OneDrive. Files in OneDrive can be accessed without VPN, allow collaboration and share with others, and avoid sending large files via email.

**Multi-Factor and Login Capabilities:**

Some systems may require multi-factor authentication (MFA/DUO) typically with a phone. If you are using the office desk phone for DUO, add another phone available to you while working remotely.

**Private and Restricted Data (Confidential and Sensitive):**

Employees must adhere to Data Classification Standards when transmitting private and restricted data. Access to UND VPN may be required for some employees. UND’s Secure File Transfer should be used to transmit private and restricted data.

For additional resources on working remotely, please visit the UIT’s online help center. At this time, UIT plans to keep regular operational hours as listed in the UIT Service Hours.

**Employee On-Call**

For those individuals who cannot work remotely, and for whom on campus work is not available, they will be on-call and are expected to be locally available to enable them to report to work either in person or remotely when needed. They should call their direct supervisor each day to check in. In some cases, there may be work in areas outside of their normal departments.

**What happens if I am ill or I need to care for a dependent?**

If you are ill or you need to care for your dependent, notify your supervisor prior to your start time. Per policy, you must use sick or dependent care leave for those hours.
College and university leadership will continue to monitor local and national public health guidance and will provide regular updates to you regarding the duration of these work arrangements.

Please remember the Employee Assistance Program (EAP) – The Village Business Institute is available for those who feel they need it. For a confidential conversation, call 1-(800)-627-8220.