COVID-19 Telework Employee Guidelines

Telework arrangements will follow the process outlined below:

1. The employee and supervisor should establish work expectations during this telework period.
2. After establishing work expectations, the employee should access the Telework Program Agreement Form at [http://myworkflows.semo.edu/](http://myworkflows.semo.edu/). Click on Human Resources tab and then select COVID19 Telework Agreement. After reviewing the telework guidelines in the agreement, the employee will electronically approve and the document will be forwarded to their supervisor. A copy will be retained in Human Resources after all approvals are complete.

The agreement states that employees:

- Will perform the job duties of my position in the designated workspace and adhere to the agreed upon work schedule.
- Will ensure that all dependent care and other personal responsibilities are coordinated, so as not to interfere with or impede my performance of my job.
- Acknowledge and agree that any and all equipment, software, and supplies provided by the University, to support me in the performance of my job, remain the property of the University. The decision to remove or discontinue use of resources rests entirely with the University. In the event that I cease employment with the University, or the Program is discontinued, I agree to return all University property within 48 hours.
- Acknowledge and agree that I will not be in any University facilities, including personal office space, unless approved by executive leadership. Requests for access to facilities must be submitted to the division executive for consideration by executive leadership.
- Will refrain from duplicating any and all software owned by the University that is used in the performance of my job and will further adhere to the manufacture’s software licensing agreement.
- Will maintain the confidentiality and security of any and all restricted access materials that I may require in the performance of my job. Further, I acknowledge and agree to refrain from duplicating restricted access materials and to take all necessary precautions to maintain the security of the information contained in such materials and to prevent unauthorized access to it.

3. Supervisors should evaluate telework arrangements on a weekly basis to review work productivity, whether the arrangement meets the needs of university operations or whether the arrangement should be refined. Executive team leadership will determine when the university will return to regular practices once public health circumstances improve.
Technology access from a remote location:

- Faculty and staff can use their home computer to do most of their work by using Office365 (http://office.semo.edu/) which provides access to MS Teams, OneDrive, Outlook (email) and Zoom. Faculty and staff are responsible for keeping sensitive work-related information safe and private. Faculty and staff should not use a personally owned computer to directly work with student information, credit cards, or other highly sensitive information.

- There are times when faculty and staff need specific software that is not available on a home computer or need access to services/data which are only available on campus. In this situation, faculty and staff can use a home computer to connect to campus via the VPN server and then connect to a work computer using remote desktop software. Instructions on using VPN and Remote Desktop are located at https://semo.edu/it/remotework.html.