



## Guidelines for Remote Work

- x Recognize not all jobs are 100% suitable for remote work; plan your workload according to your location saving on-campus work for days when onsite and work that may be remotely addressed when working off-campus
- x Maintain confidentiality
- x Make sure confidential information are only accessible to the responsible employee.
- x Do not transport physical student or employee files. FERPA, HIPAA and other rules continue to apply outside the confines of the University.
- x Only use your University notebook for University work
- x Do not save or transmit documents to personal computers, external emails addresses or external media; retain all University data within your University notebook or on your University OneDrive
- x Refrain from using public Wi-Fi.
- x For secured solutions, the University VPN is required and may only be installed on University owned equipment. Applications such as Banner may only be accessed through the University's VPN solution.
- x Use Teams Chat for routine communications instead of email to quickly interact with colleagues. Formal communications should be sent via email.
- x Respond to all inquiries, particularly those from your supervisor, in a timely fashion and if you are unable to address an issue while working remotely, notify the requestor that you will address the matter when you return onsite. If you have been out of communication with your supervisor, you may want to provide a summary of the activities you accomplished near the end of your workday.
- x If you work a second job, be certain not to overlap your work hours
- x Phone
  - x Be available during working hours to receive work calls
  - x Forward phone calls as appropriate
  - x Update voicemail, as needed and encourage callers to reach you via email or Team's Chat
  - x Be cautious of returning calls from your