

## Supervisor's Guidelines for Flexible Work Arrangements

### Flexible Work Hours/Days

**Operating Staff:** If an OS member cannot come to work due to inclement weather, and the job is not one that can be performed through teleworking, arrangements can be made for staff to work longer hours during the same work week (Saturday through Friday) to make up some or all of the time.

Remind employees not to exceed their normal weekly work hours (37.5 or 40) when adjusting schedules, to avoid the department having unplanned overtime expenses.

Management can provide employees the option of either overtime or comp time.

**PAT/Exempt Staff:** Salaried employees are paid by the day. If a PAT/exempt staff member cannot come to work due to inclement weather, and the job is not one that can be performed through teleworking, arrangements can be made for staff to work another day during the same work week; for example, substitute working Saturday for a day during the week not worked due to inclement weather.

### Teleworking

#### **For all jobs:**

- Evaluate the job to be sure the duties are conducive to teleworking. Jobs that are best for teleworking are those that are "information based", involve a high level of computer work, and do not revolve around face-to-face customer service. Ideal jobs include computer programmer, analyst, writer, editor, researcher, and other jobs that involve a high level of computer work.
- Ensure that the employee's performance record supports teleworking. They also should have strong time management skills and be proficient with independent work.
- Check that the employee has the necessary equipment at the remote work site, such as a secure computer and high-speed internet access
- Discuss confidentiality, safety, and security issues with the employee, including a safe work environment and computer security as per the information available from the UNH IT sites on the attached sheet.
- Discuss the ideal home work environment for the employee to ensure that there are no distractions that would diminish productivity.

**Operating Staff:** Discuss job duties that are applicable to teleworking and expectations for a telework day, such as responding to emails, phone messages, etc. Communicate that teleworking time is still under the Fair Labor Standards Act and NH State regulations which require hourly employees to record exact hours worked, including "ins and outs" during the day. State law also precludes an hourly employee from working more than five hours without at least a half hour unpaid break. Remind

employees not to exceed their normal work day hours (7.5 or 8) when teleworking, to avoid the department having unplanned overtime expenses.

**PAT/Exempt Staff:** Discuss the areas of the PAT staff member's job that are applicable for teleworking and job expectations, such as project work, communications, etc.

## IT Information for Working from Remote Sites

- Email: **MS Exchange email** is accessed using MS Outlook or through the Web using a web browser (i.e. Internet Explorer, Safari or Firefox) by going to <https://exchangeonline.unh.edu>.
- Computer Security: The **Virtual Private Network (VPN)** is needed to access information systems, such as FIS, SIS, and HRIS, from a remote site. Information to download the VPN to your computer at home can be found at: <https://td.unh.edu/TDClient/KB/ArticleDet?ID=793>
- Checking Office Voice Mail Remotely:  
<https://td.unh.edu/TDClient/KB/Search?SearchText=%23phoneguide>
- Forwarding Your Office Phone:  
<https://td.unh.edu/TDClient/KB/Search?SearchText=%23phoneguide>
- Staying In Touch With Colleagues With Skype For Business:  
<https://td.unh.edu/TDClient/KB/ArticleDet?ID=881>
- Protecting Against Viruses: <https://td.unh.edu/TDClient/KB/ArticleDet?ID=817>