Working Remotely Checklist for Managers

When employees are working remote, it is important to **communicate regularly** to ensure your employees feel connected and to **set clear expectations** with your employees about what work needs to be performed and when it needs to be performed. The following checklist provides information to effectively transition your employees to remote work. **Note:** Clicking some of the links below may require you to re-open this file.

Before Starting the Remote Work Assignment:
- ☐ Review the **Working Remotely Checklist for Employees** to know what your employees will expect from you and to be aware of your personal tasks: https://www.uth.edu/it/working-remotely
- ☐ Ensure that your employees update their personal and emergency contact information at:
  - o Employee Self Service > My Personal Information > Phone Numbers
  - o Employee Self Service > Personal Details > Emergency Contacts
- ☐ Discuss with your employees any home computers or laptops that could be used for remote work or verify that they will have the necessary UTHealth equipment and resources available (e.g., computer, paper, pens, etc.)
- ☐ Test employees' equipment immediately to ensure they have appropriate access to information.
- ☐ Make sure your team has your preferred remote communication tools installed (WebEx, MS Teams, etc.)
- ☐ Test meeting software for collaboration and communication.
- ☐ Provide your employees with an updated contact list that contains:
  - o Your contact information
  - o Important/frequently called numbers
- ☐ Set expectations regarding:
  - o Phones/Voicemail/Email
  - o **Timekeeping**
    - Specifics of what hours your employees are expected to work
    - How and when employees will be required to submit hours worked – per UTHealth instructions
    - Please walk through these policy reminders with your employees:
      - All overtime and/or deviations to the employee's normal schedule must still be pre-approved.
      - If approved for remote work and the employee does not work, the employee may need to use paid balances.
      - Employees are still expected to comply with established procedures for time and attendance, reporting absences, and using leave. Any exceptions to established procedures will be considered on a case-by-case basis.
      - As appropriate, remind the employee that this does not change the current FML or any ADA accommodations that were previously established.
  - o Prioritization of the specific work your employees will be expected to perform
  - o Guidelines around daily needs/productivity
  - o Who/When your employees should contact for requesting vacation days and reporting sick days
  - o Reiterate response times for internal and external clients.

Ongoing Communication:
- ☐ Establish the method of communication
  - o Team meetings | 1:1 meetings | other required meetings | General updates
- ☐ How frequently will you and your employee talk?
- ☐ How will you communicate with the employee for urgent issues?

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