



Short-Term Telecommuting Guidelines & FAQ's about COVID-19

DEFINITIONS	
<p>Emergency Conditions (per UW-Green Bay Inclement Weather/Emergency Conditions Policy)</p> <ul style="list-style-type: none"> infrastructure or other circumstances which are detrimental to the health and/or safety of students, employees, or the public. 	
<p>Isolation</p> <ul style="list-style-type: none"> used for a person suspected or diagnosed with the disease. The person could be in isolation in the hospital or at their own home. 	
<p>Quarantine</p> <ul style="list-style-type: none"> used for healthy persons who have been exposed to the suspect or diagnosed case. The persons are kept in a place where they have no contact with others for the duration of the incubation period. If no symptoms develop in that timeframe, they are taken out of quarantine. If a person develops symptoms they are moved to isolation. 	
SHORT-TERM TELECOMMUTING REQUEST GUIDELINES	
<p>This is intended to provide guidance for circumstances in which a short-term telecommuting request may be desired for a UW-Green Bay employee based on an employee need, a department need, or a system need</p>	
Short-Term Telecommuting Request	<p>Definition: An employment arrangement in which an employee performs their job functions from home or another location, in lieu of reporting to work at their normally assigned location.</p>
	<p>Only employees whose essential job duties can be fulfilled from a remote location are eligible for a short-term telecommuting agreement.</p>
	<p>Telecommuting is only available if the institution has the ability to monitor or measure the work product produced by the employee during the period of telecommuting.</p>
	<p>Telecommuting is only available to employees who have all tools required for their job available to them at the remote location. This may include, but is not limited to: a computer with all necessary software, a reliable internet connection, a telephone at which the employee can receive calls, a workspace free from distraction or hazards. All equipment, space, utilities and other services for the</p>



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	remote workspace must be provided by the employee at their own expense as a condition of the short-term telecommuting agreement.
	A short-term telecommuting agreement may not exceed two (2) weeks in duration. If the employee wishes to extend the telecommuting arrangement after two weeks, they must submit a new form for approval.
	See UW System Short-Term Telecommuting Policy 1200-01 and Supervisor Guidance for Managing Remote Workers during Emergency Conditions for additional details.

FREQUENTLY ASKED QUESTIONS – WHAT DO I DO IF:

Cases and news of infection continue to increase and I'm afraid to go to work?	When campus is not closed under emergency conditions, employees are expected to report to work unless the absence is approved by supervisor. (UWGB Inclement Weather/Emergency Conditions Policy)
	Employees who are permitted to work remotely may do so with approval. Short-Term Telecommuting Request will need to be completed and approved in advance of telecommuting.
	Refusal to report to work without approved prior alternative working arrangements or requested leave time may result in disciplinary action; employees are required to report leave for all scheduled absences. Such a policy is respectful of the services that our students and University need.
	A reminder that faculty and IAS are in pay status during spring break week, and are expected to be performing duties.
	The Employee Assistance Program (EAP) is available for all employees, to include student employees. They are able to help offers services that support employee well-being and resilience in work and life, including support in navigating anxieties related to COVID-19. (Username: SOWI)
I have been quarantined by a Public Health Official (exposed, but not symptomatic – may telecommute, if an option for their work)?	Employee should contact their immediate supervisor and utilize department call-in procedures if they cannot work their scheduled shift.
	Employees who are able to work remotely can do so upon approval of a Short-Term Telecommuting Request .
	Per UWS 1212 , if sick or other leave is utilized in excess of 5 consecutive workdays, employees must submit a written certification from a health care provider of the medical necessity of the absences (need to present a return to work note). This can come from the Public Health Department upon release from quarantine.



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	Employees may apply for Family and Medical Leave (FMLA). Definition of a serious health condition under the FMLA will apply.
I have been placed in isolation by a Public Health Official (symptomatic and very ill – unavailable for work)?	Employee should contact their immediate supervisor and utilize department call-in procedures if cannot work their scheduled shift.
	Sick leave can be utilized for scheduled days absent per UWS 1212 .
	If available, any accrued paid leave or leave without pay may be utilized for scheduled days absent per UWS 1212 .
	Employee may apply for Family and Medical Leave (FMLA). Definition of a serious health condition under the FMLA will apply.
<p><i>For more frequently asked questions, please see the UW System Coronavirus (COVID-19) Preparedness website.</i></p> <p><i>Please understand that every attempt to be responsive to the needs of our employees, students, and the University will be taken. As authority may be granted through emergency powers, such as may be granted by the Governor, revisions will be necessary to ensure that we protect our people and organization while also ensuring order and compliance.</i></p>	