The Supervisor's Guide to ESSENTIAL WORK and TELECOMMUTING

Start

Can my team complete 100% of our essential work remotely?

- What essential services absolutely require a physical on-campus presence (such as caring for remaining on-campus students or maintaining facilities)?
- 2. What essential work may be impeded by telecommuting (such as receiving mail requiring a timely response).
- 3. Are critical tasks able to be adjusted to complete remotely?
- 4. Are there tools or resources needed to move processes online?

YES

Are CSP available and able to perform these services?

- Determine the fewest number of employees needed to perform these services.
- 2. Consider drafting a rotating schedule to minimize physical presence on campus.

YES

Reach out to your supervisor

NO

and other supervisors in your school/major area to reassign employees from other departments to assist.

- 1. Consider what communications may need to be relayed to the community, what signs may need to be placed in the office area, and what contact information needs to be provided.
- Reach out to HR to see if there is additional temporary support available.

Make necessary arrangements

for your team to continue normal operations through telecommuting tools and resources.

- Please refer to interim telecommuting policy and best practices to ensure fluid operations and communications.
- 2. Determine what communications may need to be relayed to the community, what signs may need to be placed in the office area, and what contact information needs to be provided.

NO

3. Continue business operations as normally as possible, intentionally including all staff on your team, whether on campus or working remotely, and increasing communication.

Please see the resources available to you to effectively manage work and normalize the new environment at:

PEPPERDINE.EDU/CORONAVIRUS

