

COVID-19 Telecommuting Session Questions

	A	B
1	Question	Section
2	Sharing office with another person during the	Ad-hoc Arrangements
3	Is there any compensation for home internet expenses or cell phone service expenses, since these are now required for working from home?	Equipment
4	Can we remove or request additional items from our offices or UT such as scanners and printers to use at home?	Equipment
5	Should not UTHSC considering to start/buy to use a laptop for the staff at office and home instead of a desktop? It should facilitate the issue with computers at home, connections, etc.	Equipment
6	What about phone allowance for those that are having to use their personal cell phone for work related calls?	Equipment
7	Would it be possible for those working 100% from home to be provided with a University issued laptop that is a newer version with a large screen due to all the different systems we have to work with each day. In addition to the lap top, a separate large monitor to connect to the laptop in order to work more efficiently.	Equipment
8	Is there a plan to return to campus for lectures in the fall? When will we get clarification for how many students can be in a contact lab (clinical care/hands-on) ?	Faculty (Dr. Cindy Russell)
9	What options doe you have when you have multiple children that are in the Shelby County School system?	Leave Policy; Community Resources
10	If an employee says they cannot come to work due to school age children being at home and they are needed in the office, what will be the University's stance?	Leave Policy; Community Resources
11	Will the employees that have children be given the option of working from home due to the schools being virtual in the SCS?	Leave Policy; Community Resources
12	My concerns focus around childcare and school needs for young children while working full time. I would like for the university to be supportive of working parents, not just tell the colleges to handle the intricacies.	Leave Policy; Community Resources
13	Are work schedules available for flexibility to accommodate those with children in school and daycare?	Leave Policy; Community Resources
14	what can be done for those who are not telecommuting that have younger kids in school that are now virtual	Leave Policy; Community Resources
15	What will be the process if we are currently telecommuting but have to return to campus while our children are attending school virtually?	Leave Policy; Community Resources
16	Is it necessary to get tested if you have no symptoms and have not been exposed with someone with symptoms? Thanks, K	No, COVID-19 Procedure
17	If I contract COVID with symptoms, will I need to use my sick time for that period I am out?	No, COVID-19 Procedure
18	Do you believe there will be any domestic travel restrictions anytime soon?	No, COVID-19 Procedure
19	In the event that someone is infected and quarantined, is that time count against their sick leave?	No, COVID-19 Procedure
20	Can you review the procedure if someone has to be absent specifically due to COVID-19? (For example, I believe early on, we used code UAC for this, but only after the employee received HR approval?) Thank you.	No/Yes, Review the COVID-19 Procedure

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21	I know Dr. Schwab sent out an email saying that there are no mandatory layoffs. Are there plans for layoffs? If so, how are these being determined?	Objective
22	Flexibility in days in the office/telecommuting.	Objective
23	Will there be any lay offs?	Objective
24	Should we expect to come back to the office in 2020? If our jobs are suited to being remote, can it continue after the pandemic?	Objective - Not decided yet, but in discussions
25	Does the university believe we will be telecommuting through the rest of this year?	Objective - Possibly through the end of the year
26	Will staff be telecommuting the remainder of the calendar year?	Objective - Possibly through the end of the year
27	Is there an estimated timeframe of how long we'll be telecommuting?	Objective - Possibly through the end of the year
28	How long will we have this as an option?	Objective - Possibly through the end of the year
29	How long will we be telecommuting? Is it mandatory to telecommute? Is it ok to come into the office if needed?	Objective - Possibly through the end of the year, No, Yes
30	Has there been any discussion how long we may be working from home or can this be made a permanent decision for those that can 100% work from home?	Objective - Possibly through the end of the year; Not decided yet, but in discussions
31	For those that are able to 100% work from home, do they still have to continue to pay for parking?	Objective - Yes, to maintain operations
32	Is it important that people with the same role or title experience telecommuting in the same way, or can we as supervisors take personal situations into account (like an employee's family situation or personal preference)?	Procedure
33	How do we send our worklog for the week. How detailed do we have to be on the worklog for the count and not have time taken away.	Procedure
34	who will be telecommuting?	Procedure
35	I live in a "hotbed" and my daughter and son-in-law are both first responders. They have a 3 year old who has asthma so it is very important that she stir clear of crowds, therefore right now is not the time to send her back to daycare. I am the BABYSITTER. With UTHSC bringing us back on campus will they allow me to continue to work from home on days that I have to babysit?	Procedure - Eligibility
36	Is the work log made mandatory by HR or each department? How detailed do the logs need to be? For example, our department is requiring us to say what we are doing with each email we send, what we are doing with each phone call we receive or make, and document anything else we are doing during those hours. That takes up so much time when we can be doing more productive things.	Procedure - Eligibility
37	Will the individual be required to come into work at some point.	Procedure - Eligibility
38	Will the University allow parents to continue to telecommute if possible and approved by Dept. Chair?	Procedure - Eligibility, Time worked
39	How would UTHSC be affected if the city goes back to Phase One?	Procedure - Telecommuting and UAC
40	Timekeeping	Procedure - Time worked
41	How many days per week are employees required to work on campus?	Procedure - Time worked
42	With relation to telecommuting, is it expected that employees will be working a standard 8-5 schedule, or is it appropriate/acceptable for the hours of work to be modified based on at-home obligations (childcare, schooling, appointments, etc.) For example, if you have a dentist appointment from 8-9AM, it is acceptable to then work 9-6 (with a 1 hour lunch) and not utilize sick leave?	Procedure - Time worked

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43	what are our options if we are in the "vulnerable age group" and are still required to come to campus?	Procedure/Eligibility; ADA Procedure (OED)