Remote Working Guide for Supervisors
Staff Positions

With FAU’s transition to working remotely, this guide was developed as a resource for supervisors to ensure a successful remote working experience with their team.

Understand Relevant Policies and Resources:
- Ensure employees understand that this period of working remotely is temporary. For continued updates on FAU’s best practices during this time, please visit:
  - https://www.fau.edu/coronavirus/
  - http://www.fau.edu/hr/covid-19-information.php

Review Technology Needs and Resources:
- Identify technology tools needed for employees to perform their positions at home. Ensure employees have the necessary tools to perform their positions at home.
- Ensure employees know how to setup call forwarding.
- Determine which platform(s) your team will be using to communicate and clarify expectations for online availability.
- For more information on Resources for Remote Working, please visit: https://www.fau.edu/oit/remote/
- For support, please contact comhelpdesk@fau.health.edu

Review Work Schedules:
- Set clear expectations regarding work schedules, availability, and the employee’s ability to return to work. If unable to return to work, annual or sick leave must be used.
- Employees working remotely should adhere to their current work schedule. Non-exempt hourly positions may not work beyond 40 hours without approval from their supervisor.

Create a Communication and Accountability Plan:
- Conduct regular check-ins. Start each workday with a phone, webex, or instant messaging chat.
- Ensure employees understand how often they should check-in and send updates. Employees are expected to be readily available by phone or email during working hours.
- Employees should e-mail their supervisors when the sign-in and off for the day. Employees should also include a summary of any accomplished tasks for the day.

Be Positive, Stay Curious, and Assume Positive Intentions:
- This is a major transition for most employees. Staying positive and willingly trusting employees to work remotely serve as key components to ensuring these arrangements are productive and successful.

Debrief After Normal Operations Resume:
- When operations return to normal, employees and supervisors should review work plans and assess and prioritize any remaining projects.