

University of Utah

COVID-19 Special Protocol Guidance for Designating Employee Positions with Respect to University Required Telecommuting

CURRENT REQUIRED ACTION: Campus Departments/Colleges should designate **all employees** into one of the following two categories. As these groups are categorized please submit a list to HR (when you can) so that we can upload it into the system for future use, as needed:

Category I - Mandatory Required On Campus or Health Care Facilities (can be an employee or multiple employees in a function)

ALL UUHC AND U HEALTH POSITIONS (FACULTY AND STAFF) ARE DESIGNATED AS MANDATORY BECAUSE OF THIS PUBLIC HEALTH EMERGENCY AND ARE REQUIRED TO BE ON CAMPUS.

Employees and/or functions designated as mandatory requiring employees to be physically located on campus in order to maintain campus systems and operations.

Tasks to be completed now

- Identify positions that fit into this category. Examples may include:
 - Public Safety/Emergency Management,
 - Plant Operations/Critical Facility and Utility Management
 - Certain Food Service and Housing functions
 - Certain Administrative Functions required to support campus operations and faculty, staff, and student needs.

Category II – Not Required On Campus (will fall into one of the two sub-groups based upon circumstances)

- A. Those able to Telework: Employees and/or functions where employees are able to work remotely in order to maintain campus systems and operations.

Tasks to be completed now

- Identify positions that fit into this category. Examples may include:
 - General office workers, including clerical and administrative support,
 - Certain administrative functions,
 - Call centers
- Identify work that can be done remotely.
- Prepare employees to telework, to assure they are prepared for the possibility of teleworking. [UIT Remote Resources Guide](#)
- Complete [COVID-19 Telecommuting Form](#).
- Begin testing/piloting teleworking.

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- B. Those unable to Telework: Employees and/or functions where employees are unable to telework and for whom there are no alternate work assignments or work available.

Tasks to be completed now

- Identify positions that fit into this category. Examples may include:
 - Select part-time positions,
 - Select Student workers,
 - Ushers

Compensation

- Will receive paid administrative leave at straight time for work time that was, or would have been normally/regularly scheduled.