

Guidelines for Staff Working Remotely

Supervisor Responsibilities for Employees Working Remotely

- Be available and responsive. Check-in daily with employees and hold video or telephone conferences often.
- Provide guidance on assignments and tasks. Communicate and be considerate of employees under your supervision who may have homecare responsibilities while working at home. Do your best to assign other members of your team to assist these individuals if help is needed.
- Give a clear outline of expectations and responsibilities.
- Ensure employees have the resources, within budgets, they need to work remotely. Direct them to available resources.
- When possible, collect daily status reports at the end of the workday from each employee.
- Approve weekly timesheets for non-exempt employees as usual.

Employee Responsibilities for Working Remotely

- Work your regular hours if possible, but if you have conflicting childcare, homecare, or other needs, work at the time most suitable for you. Prioritize your work, and if limited in time do the high priority work first. Should childcare or other homecare responsibilities impair your ability to work, raise these issues with your supervisor.
- Check-in with your Supervisor at least daily, and track your hours worked in ITAMS as you would have in the office.
- Be available by phone/email during core business hours and be as responsive as is possible to all communications. If you are altering your work hours due to other responsibilities, please make sure the communicate that information to your supervisor and colleagues.
- Ask questions on assignments as needed. If possible, plan your workday as you would have if you were in the office.
- Provide your supervisor with daily status reports of your workday.
- Remember you may be working with confidential information and you should therefore treat the confidentiality of your work accordingly.
- To assist all employees in working remotely the Academic Technology (AT) department has developed excellent instructions which can be found at this link:
<https://at.uofsclaw.org/knowledge-base/how-do-i-access-tools-i-need-in-order-to-work-from-home>
 - Please work through these instructions independently **before** you contact AT for assistance. The AT department's first priority is to ensure a smooth transition to virtual instruction, and they are working very hard to achieve that goal. If you experience technical difficulties after attempting to complete the tasks yourself, email the AT department, at: lawhelp@law.sc.edu.
 - There are currently no laptops available for employees. You will need to use personal devices.

For tips on working from home prepared by UofSC HR, please follow the link below:

https://www.sc.edu/about/offices_and_divisions/human_resources/docs/working_from_home_tips.pdf