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Remote Work

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University of Maine System Remote Work Guidelines

[Chancellor Malloy's update on the University of Maine System's approach to the open of the 2021 Fall Semester \(External Site\)](#) outlined important details for employees to keep in mind as they plan for their return to pre-pandemic work modalities and the onsite presence that is so important for a vibrant campus community and in delivering on our commitments to students, the state and each other. At the same time, he also recognized not everyone will have the same exact considerations as we approach the open of the academic year.

Employees are encouraged to speak with their supervisor regarding their department's plans and logistics for returning to pre-pandemic operations.

Your University of Maine System Office of Human Resources has been working in collaboration with our partners in the collective bargaining units to anticipate potential concerns of those preparing for their transition back to pre-pandemic work arrangements.

As a result of these conversations, a set of Remote Work Guidelines has been developed to assist those in need of guidance to navigate this process.

In order to support them in addressing these challenges and to prepare supervisors and managers to respond in the most helpful way possible, a set of materials has been developed to assist in this process.

These include:

- A decision tree designed to assist you and your supervisor/manager in reaching appropriate solutions for future work arrangements
- Questions for you and your supervisor/manager to consider in exploring alternative work arrangements
- Updated guidance on remote work within the University of Maine System
- Remote Work Agreement
- Guidance from Safety Management on how best to explore a safe and productive alternative workplace

These guidelines are explained in detail below.

Remote work guidelines

- [University of Maine System remote work guidelines \(PDF\)](#)
- [University of Maine System remote work guidelines \(text only webpage\)](#)

Remote work decision tree

- [University of Maine System remote work decision tree \(PDF\)](#)
- [University of Maine System remote work decision tree \(text only page webpage\)](#)

This is a useful chart to assist you and your supervisor/manager to navigate the next steps in reaching appropriate solutions for future work arrangements.

Remote work decision-making tool

- [University of Maine System remote work decision-making tool \(PDF\)](#)
- [University of Maine System remote work decision-making tool \(text only webpage\)](#)

Important questions for you and your supervisor to consider in reaching future work arrangements can be accessed in the guidance provided by this decision-making document.

Remote work agreement

1 – Employee and supervisor/manager discuss the sample remote work agreement below:

- [Sample remote work agreement \(PDF\) Reference Only](#)
- [Sample remote work agreement \(text only webpage\) Reference Only](#)

2 – Once employee and supervisor/manager discuss the sample remote work agreement, select the link below to complete the online Remote Work Agreement form for submission:

- [Online Remote Work Agreement Form](#)

Safety and remote work

Here you will find guidance from Safety Management on how best to explore a safe and productive alternative workplace and complete a safety checklist:

- [Accessible version of "Computer Workstation for Remote Work Process" \(PDF, External Site\)](#)
- [Standard version of "Computer Workstation for Remote Work Process" \(PDF, External Site\)](#)

Discuss with your supervisor or manager, or with Human Resources

Employees are encouraged to access these helpful tools in preparation for important conversations with their supervisor or manager. Human Resources Partners are also available to answer questions as well.

