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Summer 2020

Office of Institutional Research and Assessment _UMaine-UMM Staff Survey

University of Maine Office of Institutional Research and Assessment

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Thank you for your great efforts and skill in swiftly transitioning to a remote work environment. To ascertain information about your working experience since March, and to determine the best way we can support your safe return to an in-person environment (if feasible), we hope you will consider participating in this short survey.

The survey should take you no more than 5 minutes to complete. Participation in this survey is voluntary and you may choose to skip questions you prefer not to answer. **It will not be possible to identify any individual respondent from this survey.**

We appreciate your open and honest feedback. Thanks for your help.

Please contact Deb Allen (debra.allen@maine.edu) in the Office of Institutional Research and Assessment if you have any technical problems with the survey.

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We want to learn a little more about you.

Are you a part time or full time employee?

- Part Time
- Full Time

Please indicate where you are employed.

- University of Maine on campus
- University of Maine at Machias on campus
- University of Maine Cooperative Extension Offices
- University of Maine off campus (e.g., Child Care Center, Zillman Art Museum)
- University of Maine System (office located on UMaine campus)
- Other (please describe)

What best describes your working situation from March through July?

- Salaried working remotely
- Hourly working remotely
- Salaried not working at this time
- Hourly not working at this time
- Salaried working in person
- Hourly working in person
- Other (please describe)

What is your age?

- Under 20
- 21-29
- 30-39
- 40-49
- 50-59
- 60-69
- 70 or above
- Prefer not to answer

What is your gender?

- Male
- Female
- Other (please specify)

- Prefer not to answer

Please indicate your race/ethnicity. (Check all that apply.)

- Hispanic or Latino
- Black or African American
- White
- American Indian or Alaskan Native
- Asian
- Native Hawaiian or Pacific Islander
- Other (please specify)

- Prefer not to answer

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Next, we want to know how we are doing in supporting you during this pandemic.

I have access to the information I need for relevant health and wellness benefits at this time (e.g., employee assistance resources, healthcare access/benefits, updated policies and procedures).

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

How clear has communication from UMaine/UMM been in helping you understand what resources are available to you in terms of healthcare and benefits (e.g., health plan information, paid time off, etc.)?

- Extremely clear
- Very clear
- Somewhat clear
- Slightly clear
- Not at all clear

I feel supported by my immediate supervisor in my efforts to adapt to organizational changes.

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

What have been your most significant challenges since UMaine/UMM transitioned to remote learning/work in March?

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If you transitioned to working remotely, please rate your workload now compared to before the transition to working remotely.

- Much more
- Slightly more
- About the same
- Slightly less
- Much less
- Other (please describe)

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Now, tell us how effective our communication has been regarding the pandemic, workplace policies, and returning to your campus/site.

Communication from UMaine/UMM has been helpful to me in understanding what I need to do in response to COVID-19 (e.g., safety & wellness guidance, access to benefits, essential in-office/work location shifts, when to stay home, work from home practices).

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

How clear is the communication about the actions that UMaine/UMM is taking in response to COVID-19?

- Extremely clear
- Very clear
- Somewhat clear
- Slightly clear
- Not at all clear

It is important to us that we support you in having the best experience possible when you return to your campus/site or, if you have been working in person, as you adjust to the reopening.

If you have been working remotely, what is your comfort level in returning to your campus/site?

- Very comfortable
- Somewhat comfortable
- Neither comfortable nor uncomfortable
- Somewhat uncomfortable
- Very uncomfortable
- N/A, I have been continuing to work on campus/site

If you have been working remotely, what concerns do you have in returning to your campus/site? (Please select all that apply.)

- Finding childcare
- Not being able to care for family members who need assistance
- Being exposed to the virus
- Potentially exposing others to the virus
- Less opportunity to work from home
- Not being able to social distance on campus
- Others not following safe practices
- Others not wearing face coverings
- Other (Please explain.)

How comfortable would you feel expressing concerns to a colleague about their following of health and safety practices and protocols (e.g., wearing a mask properly, staying home when ill, having symptoms checked)?

- Very comfortable
- Slightly comfortable
- Neither comfortable nor uncomfortable
- Slightly uncomfortable
- Very uncomfortable

Please rank the top three actions UMaine/UMM could take to make you feel more comfortable as people return to work on campus/site. (Place a 1 next to the action you feel is most important, a 2 next to the second most important action, and a 3 next to the third most important action.)

- Develop social distancing policies and procedures
- Provide ready access to personal protective equipment (PPE)
- Communicate the plan UM/UMM has in place for the return of students
- Post signs about the importance of social distancing
- Require face coverings
- Install hygiene barriers
- Enforce policies regarding self-quarantining before people returning from out-of-state return to campus
- Modify office/work stations to ensure adequate social distancing
- Adjust work schedules to reduce the number of people in a building at any given time
- Allow employees to continue to work remotely if their work is conducive to doing so
- Testing for COVID-19
- Other (Please describe.)

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Finally, please provide any additional feedback to help us improve and support you as we continue to take actions in response to the COVID-19 pandemic.

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