

Telecommuting / Continued Remote Work

Updated May 29, 2020

Employees performing their duties remotely should continue to do so through January 18, 2021. This supports not only public health efforts to limit the spread of COVID-19 but also limits use of common UCSF services and helps to facilitate physical distancing for those who must work on-site.

As shelter-in-place was ordered quickly, many employees may have started remote work without a remote work/telecommute agreement in place. At this time, Human Resources recommends that employees and managers work together to complete and sign the UCSF remote work/telecommute agreement and review expectations and resources:

- Managers should refer to the [At-a-Glance Planning Guide](#)
- Review [Remote Work/Telecommute Guidelines](#)
- Complete the [Remote Work/Telecommute Agreement template](#) and keep on file in your department
- Review the [Remote Work Resources](#) site and confirm that your remote work set-up complies with UCSF requirements. This is particularly important for employees who do not have a UCSF-supplied laptop.
- Review [ergonomic guidelines](#) to set-up your workspace at home:
 - [For Campus employees](#)
 - [For Health employees](#)