

## Return to Campus

### Best Practices Toolkit

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#### What, Why, Who

As of July 15, 2021, the ASU community has [returned to campus](#). Enterprise Technology reaffirms our commitment to in-person team collaboration that furthers the growth of our rich culture after COVID-19's continued disruption. We understand that many employees have experienced significant changes along the course of the pandemic and that the road back to campus presents challenges.

This document is a UTO-focused complement to the Business & Finance [return to campus](#) body of documents, please familiarize yourself with those documents as well. As a reminder, **UTO's policy is ASU's policy**. While we strive to share best practices to help people thrive, such as our [work/life balance toolkit](#), we uphold the same policies as the rest of the university.

#### Requesting and building a flexible schedule

Employees in the Greater Phoenix Metropolitan area are expected to be on **campus at least 2 days per week**.

- We are asking our staff **to check-in and sync up on campus, in person, at least twice per week**. There has been no policy set around timing -- neither mandated days of the week nor times of day. Scheduling is all entrusted to the chapter and individual levels. Remote employees have agreements in place.
  - Staff opting for the minimal 2 times per week will use a hoteling space.
  - Staff coming to campus 3-5 days can request to [claim a dedicated workspace](#) or shared office space.

Flexibility in service delivery allows for non-standard alternatives which may include:

- Four ten-hour days in a workweek for non-exempt and exempt employees;

- A 9-80 schedule over two work weeks for exempt employees;
- Staggered start and stop times;
- Alternating days at an ASU location to promote distancing;
- Working on weekends/evenings;
- Working during second or third shifts during specific hours determined within the unit.

Please ensure you work with your chapter lead if you're interested in a flexible work schedule.

All UTO family members **must have an updated telework** agreement on file — Please submit yours as soon as possible.

- We encourage you to choose days of the week that work best for your team members to encourage in-person collaboration.
- If a full time remote work arrangement is necessary, written approval from the People Ops team and Lev Gonick are required.
- If a remote work arrangement is revoked, the employee is expected to return to their regular ASU work location. If the employee fails to return, the employee may submit a voluntary resignation or it will be considered an involuntary termination.

### **Guidelines on Employee Location**

Employees *not* living in the Greater Phoenix Metropolitan area will be expected to be in-office a minimum of four times per year (Empower, Engage, Holiday Party, plus one at your chapter's discretion).

Current local staff choosing to move out of the Greater Phoenix Metropolitan area must get written approval for the work arrangement from their chapter leads.

### **Guidelines on New Hires**

All new hire staff will be expected to reside in the Greater Phoenix Metropolitan area unless otherwise agreed upon by the hiring manager. Departments may evaluate whether a position is suitable for remote work based on the nature of the work that is being performed. The decision on this will be left up to the hiring manager.

#### **Requests to work remotely may be considered when:**

1. The employee has demonstrated sustained high performance,
2. When the supervisor believes the employee can maintain the expected quantity and quality of work while working remotely
3. The department is able to maintain quality of service for students, faculty, and other members of the university community
4. It has been identified that remote work is appropriate for the nature of the job being performed
5. There is a limited onsite workspace (i.e., desks, cubicles, offices)

## Exemptions and Reimbursements

All medical exemptions will be honored by UTO.

The University generally does not reimburse work from home-related expenses unless such expense is necessary for an approved [workplace accommodation](#).

Caregiver considerations may be discussed with your chapter lead in order to develop suitable arrangements. Any other exemptions should be discussed with your chapter lead to find the right balance for your unique situation.

## ASU policies to review prior to returning to campus

[COVID testing - Devil's drop-off](#) Devils' drop-off is an on-campus COVID-19 saliva testing option open to all students, faculty and staff. No appointments are required — pick up a kit from a convenient [on-campus location](#), register it online and drop it off once within one hour after you've collected your saliva sample.

[ASU vaccinations](#). The university strongly encourages all employees to be vaccinated. Individuals who haven't been vaccinated can register for an appointment [here](#).

[Community of Care](#) Prior to coming back on campus, make sure to review the community of care guidelines prepared by ASU.

[Employee Assistance Office](#) Offers free, voluntary and confidential behavioral health and organizational consultation for personal and work-related issues.

[Parking options upon returning](#) Permits, as well as daily and hourly options for your return!

[Remote working guidelines](#). With remote work continuing through Dec. 2022, please review and refresh these guidelines prepared by ASU.

[Staff Personnel Manual](#) Defines university business hours, a standard work week and allowable flexibility in work schedules as appropriate.

[Telework policy](#) An updated form must be completed with your chapter lead and on file. If you need some help with filling out this form, [please review this training](#).

## [Updating your Sun Card door access](#)

[Vaccination Record](#) If they choose to do so, Sun Devils who have been fully vaccinated can upload their vaccination cards to Employee Wellness.

[Workplace accommodations](#) are Available for those with medical needs. Please review the information above.

## Frequently Asked Questions

**Why are we being asked to come back into the office when working remotely is going so well?**

ASU remains an immersion-focused university with four metropolitan campuses and more on the way. Our students have signaled a strong desire for in-classroom learning and UTO supports in-person instruction directly through our classroom and deskside support functions. The full family of UTO has played an essential role during COVID and will show support for our front-line team members by spending at least two days working in person.

**I am immunocompromised and have concerns for my well-being going back into the office. Am I able to stay home and continue working remotely?**

[Workplace accommodations](#) are available for those with medical needs.

**I'm worried that enough people won't be vaccinated. Can UTO family members come into the office without being vaccinated?**

As of the April 27 email from the provost, vaccination is [expected for all ASU employees](#) unless there is a verified health or religious exemption in place.

[As of the June 10](#) email from the provost, the following mask/health check updates were given:

- Non-vaccinated employees must wear face covers inside all ASU buildings and will be selected for COVID-19 testing.
- Fully vaccinated employees who have uploaded their vaccination records are no longer required to wear face covers inside ASU buildings effective immediately, unless otherwise directed.
- Fully vaccinated employees are not required to submit the daily health check effective July 15, 2021.
- Fully vaccinated employees of course may continue to wear face covers if they wish, and everyone is encouraged to wear face covers in crowded areas and venues.

**Can you explain in more detail what the hoteling space experience will be like?**

It is exciting to have you come back to campus! Hoteling spaces will be on a first-come first-serve basis for those who choose the “two days a week” option. Hoteling spaces will be

designated in multiple areas (both open and 'quiet') for those who are working 2 days a week and will be first come first serve. Come in on Tuesdays and spend time next to a window and again on Thursday and choose a more quiet space. The choice is yours.

The goal for the workspaces is to provide two monitors and a USB-C dock at each location that supports both Apple and Windows based computers. Equipment orders are in process. As we identify a need for additional hoteling spaces, more will be added. This way you can really come and go with ease!

For those of you wanting to come to campus 3 or more days a week, you can request an assigned workspace by submitting a **ServiceNow request**.

Before you leave, please clean up after yourself. Collect any papers and trash on your desk and dispose of them or take it with you. There will be disinfecting products around the office for your convenience to sanitize your station before your departure.

#### **Am I able to hotel at other locations besides where my team resides?**

You are able to hotel at another location with the approval of your chapter lead. If you reside in another building other than USB, please return to your previous space.

#### **When should we clean out our desks/offices to accommodate hoteling space?**

If you plan on only using hotel space for your in-office modality and you had a designated space prior to March 17, it is recommended you pick up your personal belongings before **June 1, 2021**.

#### **I'm worried about coworkers not wanting to go back to the office and leaving ASU/UTO.**

The pandemic has strengthened our existing agile, fluid, and adaptive UTO culture. However, employees concerned about needing to shift gears, leave their position, or re-assess their role following a return to work may benefit from contacting The Employee Assistance and Employee Wellness team. Their focus is to support the health and well-being of the ASU workforce, as well as discuss personal or professional concerns with staff. Employees can contact Employee Assistance for brief interventions on a wide range of behavioral health topics that can impact both individuals and teams.

If the prospect of a return to work is a significant source of unease or confusion, you can call the Employee Assistance directly at 480-965-2271 to schedule an appointment.. All services are confidential.

**If I was telecommuting before COVID, may I continue to do so now? Alternatively, if I find the telecommuting modality to better suit my role, may I continue like this 100% or**

**choose specific, sparse days for in-person attendance?**

We invite you to discuss this with your Chapter Lead, who will be able to collaborate with you on the best schedule for your position. Bear in mind you will be held to UTO's Telecommute Policies, and as such, will need to complete a [Telecommute Agreement Form](#) if you indeed continue in a remote modality. Keep in mind the following [guidelines](#) when working remotely.

That being said, while there *are* the above precedents for moving to a fully remote modality, it is unavoidable that many roles simply cannot excel in this manner. It is for this reason the overarching expectation is that employees will attend in-person, a minimum of, two days per week. Any exceptions to this will be granted following discussion with your Chapter Lead and completion of the [Telecommute Agreement Form](#).

**Remote work has bolstered my ability to provide at-home care. I am a new parent navigating the web of the pandemic. I need to continue remote work, or at least for a stretch of time during this adjustment period. What can be done to accommodate these types of needs?**

We've set the early summer months as an adjustment period so that our UTO family members could work through these and other complexities of returning to work. If two days of in-person work are not navigable for you, you'll need to have significant conversations with your chapter lead about how best to fulfill your current role.

**What if we only work with staff (not students or faculty), and we regularly utilize zoom to collaborate with them anyway?**

As answered above, ASU remains an immersion-focused university with four metropolitan campuses and more on the way. Our students have signaled a strong desire for in-classroom learning and UTO will support in-person instruction directly through our classroom and deskside support functions. The full family of UTO will show support for our front-line team members by spending at least two days working with us in person.

**If I am only coming to campus two or three times a week, I don't want to pay for a full parking pass. What are my options?**

As of now, there are no known exceptions to the usual rules and regulations surrounding on-campus parking. The Parking and Transit Office is working on a monthly option for the fall, but we have no further information on those details at this time.

Parking without a pass two days a week is \$32 and the weekly fee for the parking permit is around \$33. You may also navigate through campus-specific overviews of permit costs [here](#).

**Can I still opt for payroll deduction to pay for my parking permit?**

Yes, payroll deduction is available. You can also now use a credit card to pay for your parking permit.