Alternative Work Arrangement Decision Tree

Strategic priorities for return to campus:	
1. Students	Goal 1
2. Student Services	Goal 2
3. Faculty/ Research	Goal 2
4. Faculty Services	Goal 2
5. Meeting/ Convening Spaces	Goal 3
6. Business Services	Goal 3
7. Auxiliaries, if not related to students/ faculty	Goal 4

*CSP: COVID Safe Practices

	Return to Work on Campus	NMSU Expectations	Comments
Telework Eligibility	Who is eligible for telework?	Empoyees whose duties can be performed remotely. Positions that function with minimal supervision. Positions that do not require onsite customer support. Positions whose services can be provided by email phone, or Zoom, and who have access to systems which support business continuity.	*Telework:* an arrangement in which an employee regularly performs work at a remote worksite (such as a home, library, or coworking space).
	Who is not eligible for telework?	Employees who need to be on campus to perform their duties or provide services.	
	Can a manager mandate that all the employees in their department return to campus?	An assessment must be completed to determine which employees must perform their work on campus, which employees are eligible to telework, whether they can be productive while teleworking, and how safety protocols will be maintained on campus.	
Telework Productivity	I like teleworking and I am productive.	Continue teleworking, if supported by your supervisor.	
	I like teleworking and I am not as productive as I could be due to connectivity/ equipment issues.	1. Meet with your supervisor to discuss the challenges, and explore resources to increase your productivity.	
		2. If problems persist, or your supervisor deems it necessary, return to the office with all safety protocols in place.	
	I like teleworking, but my productivity could improve.	1. Seek out NMSU telework productivity tools and training for employees.	
		2. Manager could consider having the employee telework part of the week, in office the rest of the week, and monitor productivity.	
		3. If problems persist, manager should consider having the employee return to work in the office on campus with all safety protocols in place.	
	I supervise a telworker who is unresponsive to daily commmunication and/or unproductive.	1. Seek out NMSU telework productivity tools and training for managers.	Corrective action could be considered at any point.
		2. If problems persist, manager could consider having the employee telework part of the week, in office the rest of the week and monitor productivity.	Corrective action could be considered at any point.
		3. If problems persist, manager should consider having the employee return to work in the office on campus with all safety protocols in place.	Corrective action could be considered at any point.
Employees Whose Work Must Be Performed on Campus	My work must be performed on campus.	1. Return or continue to work on campus with all safety protocols in place.	
		2. Manager could consider an Alternative Work Arrangement	*Flextime:* an arrangement that allows an employee to alter the start and/or end time of their workday. Employees will still work the same number of scheduled hours as they would under a traditional schedule.
			Compressed Work Week: an arrangement which condenses more than one standard work week into fewer days (such as a 4.5 work week, with four 9-hour days and one 4-hour day per week, or four 10-hour days with two days off per week). Take FLSA overtime rules into consideration.

			Staggered Work Schedule : a staggered work schedule is one in which employees arrive and depart work at different times in shifts. Shifts may be staggered anywhere from 15 minutes to two hours. When scheduling employees, supervisors need to be cognizant of FLSA overtime rules.
	Some of my duties must be performed on campus.	Manager should consider employee's return to work only to perform on-campus duties, and telework the rest of the time.	
Concerns Returning to Campus	I am at high health risk if exposed to infectious disease.	1. Check with Benefits to see if you qualify for Emergency Paid Leave under FFRCA.	
		2. Apply for ADA accomodation in OIE.	
	I am at high health risk if exposed to infectious disease, but I would like to return to work.	We ask employees at high risk to remain home.	
	I am caring for someone at home who is high risk.	Check with Benefits to see if you qualify for FFRCA or FMLA benefits. You may be eligible for Emergency Paid Leave.	
	I must provide childcare due to school closure.	Check with Benefits to see if you qualify for Emergency Paid Leave under FFRCA.	
	I am afraid to go back to work on campus.	1. If duties can be perfomed by teleworking, continue to telework.	Each of us must take personal responsibility for safety precautions.
		2. Speak with you supervisor and identify your specific concerns. Your supervisor should explain the safety protocols in place to address your concerns.	
		3. If your duties must be performed on campus, and you are unwilling at this time, you may be able to use annual leave or leave without pay for some limited amount of time, or you may be eligible for Emergency Sick Leave under FFRCA.	
	I have a vulnerability and prefer not to return to campus.	Speak with your supervisor about adjustments.	
Staggered Scheduling	How can I reduce the number of employees working in the office to ensure social distancing?	Alternating days or alternating weeks: To limit the number of individuals and interactions on campus, departments should consider scheduling partial staffing on alternating days or weeks with staff who are required to be on campus (e.g., two weeks remote, two weeks on campus OR one week on campus, three weeks remote). Such scheduling will enable physical distancing, especially in areas with large common workspaces. To contain "germ circles," it is best to schedule the same people on the same days to limit any one individual's exposure to other individuals when possible.	
		Staggered reporting and departing: The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. Staggering reporting and departure times by at least 15 minutes will reduce traffic in common areas to meet physical distancing requirements.	
Refusal to Follow Safety Measures	What if an employee refuses to follow safety protocols?	Employees who refuse to follow safety protocols may be subject to corrective action up to and including termination.	