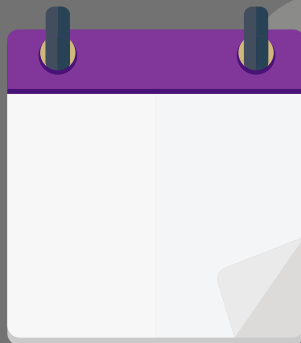
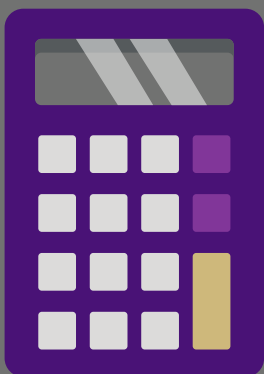
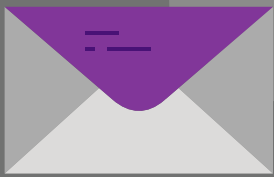
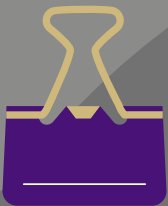
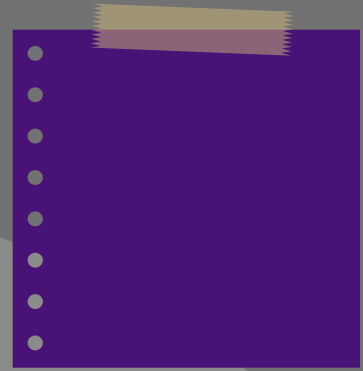


# FLEXIBLE WORK HANDBOOK



# Flexible Work Handbook

## System Administration Employees

The Flexible Work Handbook covers guidelines, procedures and resources for an employee or supervisor whether you are working remotely, hybrid or on-site. For additional details, visit the [Flexible Work webpage](#).

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## Flexible Work Overview

Flexible work allows an employee to work at home or another off-site location. It allows for remote or hybrid workstyles. Participation is at the discretion of the University of Colorado (University) management.

## Policy Statement

The University of Colorado allows for the use of alternate work arrangements such as flexplace/remote work [\[APS #5026\]](#). There are many possible mechanisms available to modify work arrangements; however not every job is well-suited for each of these options. The decision to implement an alternate work arrangement is at the discretion of the classified staff appointing authority or university staff department head. Once the decision to provide an alternate work arrangement is made, the terms must be discussed between the supervisor and [employee](#) and documented using the [Alternate Work Agreement form \(PDF\)](#).

Alternate work arrangements may include but are not limited to: [flexible schedules, compressed work weeks, flexplace, and job sharing](#).

The employee understands that some information used in their work may be deemed confidential by the university and shall apply all university-required security safeguards and policies at the same level as in the regular office in order to protect such information from unauthorized disclosure, loss or damage.

Additionally, the CU System Office at 1800 Grant St. in Denver, Colorado will be considered an employee's primary work location unless the employee's position resides at a campus. In which case, the employee's primary work location will be the campus. A CU System Office Employee's work location may not be outside of the U.S. and its territories, regardless of citizenship, at this time.

## Objective

The University of Colorado considers flexible work to be a viable work option when the job is suited to such an arrangement. Flexible work may be appropriate for some jobs but not for others and it in no way changes the terms and conditions of employment with the University of Colorado.

## Eligibility/Criteria

Individuals requesting formal flexible work arrangements should be working in a position where duties can be completed flexibly unless an exception is made by the department head and HR, or formal ADA accommodation is granted. (example: positions will be identified before recruitment as onsite, remote, or hybrid)

Before entering any remote work arrangement, the employee and manager will evaluate the suitability of such an arrangement, reviewing both the job responsibilities and tax or other legal implications.

### Determining appropriate work modality

Positions at the University of Colorado should be assigned one of the three work modalities defined below. Before assigning modality, reviewers should consider, among other factors, nature of the work, operational needs, space availability, employee preference, and whether the department can maintain the quality and effectiveness of their customer service. Additionally, any requirements surrounding funding sources must be evaluated to assure compliance. Departments should assign the most flexible modality allowable given the nature of the position, and positions with similar duties should be designated with similar work modalities to ensure fair and equitable employment practices. Final review and approval of work modality is required by the hiring manager, department head, or appointing authority and System HR.

The position's work modality must be documented in the position description (and elsewhere, as required) and must be discussed and documented between the supervisor and employee. Should a change in work modality be needed, a new review and approval must be provided by the appropriate HR office or appointing authority.

In the following work modality descriptions, the term "primary work location" refers to the place where the employee's work is completed. This is the campus/System office or the employee's home, depending on the designation of the position as on-site or hybrid, or as remote. Note that the position's assigned work modality determines the employee's eligibility for certain expense reimbursement/payment. Specific situations related to a disability under the Americans with Disabilities act should be referred to the campus/System ADA offices.

**On-site Work Modality:** The position is required to perform work duties outlined in the job description on-site, at the campus/System office. For on-site positions, the primary work location is the campus/System office.

**Hybrid Work Modality:** The position is required to perform at least some of the work duties outlined in the job description on-site, at the campus/System office. This is on a regular schedule or according to a set expectation, as determined by the position's supervisor. For hybrid positions, the primary work location is the campus/System office.

- The frequency of the required on-site work at the campus/System office (e.g., one to five days per week or per month, as needed) does not change the designation of hybrid.
- The basis for requiring on-site work at the campus/System office (e.g., to support students in person, to complete tasks such as handling mail) must be documented in the position description.
- The employee is expected to be available and accessible during regularly scheduled and approved work hours, as determined by the department.
- The employee may be required to attend meetings and functions in person, including on days they would customarily telecommute and/or at pre-determined days/times.



**Remote Work Modality:** The position is not required to perform work duties outlined in the job description on-site (at the campus/System office). For remote positions, the primary work location is the employee's home. The employee who chooses to come to the on-site location (the campus/System office) and utilize a hoteling or temporary space does not change the remote work modality designation of their position by doing so.

- On occasion, these positions may be asked to come to the campus/System office for a required in-person event or meeting.

The employee and manager, in consultation with HR, will discuss the job responsibilities and determine if the job is appropriate for a remote work arrangement. The manager is to consult with HR when determining the eligibility of the job to be remote, hybrid, or onsite to ensure equitable and fair decision making has occurred.

## Taxes and other legal implications

The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee. Additionally, employees must update their mailing address in the CU Portal to ensure appropriate taxation. Only employees residing in the U.S. will be permitted to work remotely. At this time, no employee may work internationally permanently.

## Procedures for Establishing a Remote Work Arrangement

Flexible work can be informal, such as working from home for a short-term project or on the road during business travel, or a formal, set schedule of working away from the office as described below. Either an employee or a supervisor can suggest remote work as a possible work arrangement.

Any remote work arrangement may be discontinued at any time at the request of either the remote worker, the supervisor, or the organization. Employees working in a hybrid or remote position residing in Colorado do not need to document their remote work agreement via an Alternate Work Agreement form. Only fully remote employees residing outside of Colorado should fill out the flexible work arrangement form below and obtain the appropriate approvals.

### Alternate work agreement form

[Alternate Work Agreement form \(PDF\)](#): This document is meant to provide the employee and manager parameters for the arrangement of a flexible schedule and/or a remote work agreement. This will outline the specific days the employee will work remote/onsite, and work hours. It is also meant to track equipment that may be provided to the employee for remote work. Departments and HR should maintain these records.

### Modifying agreement

Employees may request flexible work be terminated with 30 University business days written notice to provide ample time for space need to be assessed within the building. It is recommended that supervisors make a decision regarding the termination request within ten (10) University business days. The University reserves the right to terminate the agreement with 30 University business days written notice if the University determines in its sole discretion that the remote work arrangement no longer is in the best interest of the University. The University also reserves the right to terminate without a notice period for any violations of University policy, a violation of the conditions of the agreement, or when there is a relevant change in University policy or law.

### Ad Hoc arrangements

Temporary remote work arrangements may be approved for circumstances such as inclement weather, special projects or business travel and may not require a formal alternate work agreement form. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

### Temporary Relocation

If an employee works in a position that is deemed fully remote or hybrid the employee may be allowed, with the approval of their supervisor and department head, to live in any of the fifty United States. If an employee temporarily (less than 31 days in a calendar year) relocates outside of their home state and maintains the mailing address in their home state the employee does not need to change their mailing address. If an employee relocates for more than 31 days the expectation is that the employee change their mailing address to comply with any local taxes in the area of relocation. Some benefit plans are not available outside of Colorado or have limited coverage outside of Colorado. Employees are responsible for reviewing this information before temporarily relocating outside of the state.



Employees who temporarily relocate out of their home state or out of the country for more than one month, must fill out a Flexible Work Form and have approval from their supervisor, department head, and Human Resources.

## University, State and Department Policies

Remote employees are subject to the same federal, State of Colorado, state of remote location, and Regent laws, policies and procedures applicable to employees at the regular university worksite. The additional policies below shall also be followed.

### Inclement weather

System Administration follows the inclement weather decisions of the CU Denver and Auraria campus. Employees who are based on a campus should follow the inclement weather decisions of that campus. All employees should partner with their direct Supervisor on schedule and working when an inclement weather closure is made. Please see the [System Weather Closures](#) webpage for the most up to date policy regarding inclement weather.

### Working Hours

In order to promote transparency and flexibility, system employees working in a hybrid and remote capacity are encouraged to do the following items:

- Include normal schedule and time zone in their outlook signature
  - Example: Monday-Friday 8:00-4:30
- Communicate with team when they will be working in the office
- Set out of office messages when taking vacation or sick time, or when working on projects requiring focus.

All employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using CU's time-keeping system, MyLeave. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the remote worker's supervisor.

Supervisors should consider flexibility when considering times the employee will be in the office. Consider allowing the employee to come in for part of the day, rather than the whole day to provide flexibility with the commute and/or dependent care needs.

## Responsibilities

Both the University and employee have responsibilities in making the remote work arrangement successful. The list below may also be supplemented by additional responsibilities at the department level.

### Employee

**Employee performance:** Employee's working remotely or hybrid should have the ability to work independently, manage time, adhere to deadlines, and effectively communicate with all. Additionally, the

employee and manager should discuss how the employee intends to meet goals and metrics, stay productive and ensure excellent customer service. It is the employee's responsibility to communicate regularly with customers, their team, and manager.

**Work schedule:** Employees should establish and maintain set work hours with their supervisors and be available during those times. Employees should establish well-defined breaks throughout the workday. Hybrid employees may be required to come to the office, per their supervisors request and the needs of the job.

**Updating Personal Information:** Employees must update their mailing address in the CU portal if any changes occur. Additionally, employees should be aware of impacts to benefit's coverage by visiting the [Life Changes website](#) managed by the CU Benefit's team.

**Dependent care:** Remote work is not designed to be a replacement for appropriate childcare. Although an individual employee's schedule may be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective remote workers are encouraged to discuss expectations of remote work with family members. The employee should not provide primary care during work hours for a young child, disabled individual, or elder who would otherwise require a provider's care unless a catastrophic event or illness occurs causing the closure of school, daycare, or elder care facilities. An employee should review all sick leave entitlement for unexpected needs.

**Travel:** Travel between an employee's home and any designated CU System office location is considered part of an employee's normal commute and is non-reimbursable. The University will continue to provide remote work employees with appropriate reimbursement for approved, CU-related business travel in accordance with its travel reimbursement policies.

**Other activities:** Remote work is not intended to permit staff to have time to work at other jobs or run their own businesses. Engagement in any such activities during expected work time may result in immediate termination of the remote work agreement and/or possible corrective action (including potential termination of employment).

## Supervisors/Managers

Supervisors and Managers have several key responsibilities when considering remote work situation for their employees. Resources for supporting supervisors while managing remotely can be found in the resources section on page 18.

**Eligibility:** Departments and management should take into consideration, among other factors, the nature of the job/work, operational costs including travel, and whether the department can maintain the quality of their services to members of the university community (and public, if applicable).

**Approval process:** A remote work employee, manager, and department head must sign the [Alternate Work Agreement form \(PDF\)](#) and any other agreements and documents the department or University may require. The arrangement should be reviewed annually.

**Work schedule:** Supervisors and Managers should be flexible with remote or hybrid employees in setting a work schedule and time in the office.

**Record keeping:** All Departments must keep current records of the agreement, and any other documentation as required per the University's Office of Policy and Efficiency (OPE) [APS 2006 Retention of University Records](#).

**Communication:** Managers should address expectations regarding communication between employees and themselves, employees and co-workers, employees and customers/clients, and employees and others (e.g., via telephone, email or a combination).

**Performance:** Managers are expected to manage the performance of the employee to ensure success for both the employee and department. Performance goals should be set yearly and be measurable. Managers should review this regularly to provide support in the employee's professional development.

The employee and manager should discuss how the employee intends to meet goals and metrics, stay productive and ensure excellent customer service. Managers are responsible for supporting/ managing employee performance which includes regular conversations, goal setting, and professional development opportunities.

**Attendance:** Managers are expected to manage an employee's attendance and leave requests. Managers are responsible for accurate time tracking and leave usage for all employees. Managers should also encourage breaks and establish schedules as needed.

**Equipment:** Departments with remote employees are required to provide equipment, services and supplies deemed by the University to be reasonable and necessary to enable remote employees to perform their work, all in accordance with the University's policies governing reimbursement of business expenses.

## Equipment/Supplies

The employee is responsible for operating costs, internet service, home maintenance, or any other cost associated with the use of the home as an alternate work site. The employee certifies that the alternate workspace is in a safe condition, free from hazards and other dangers to equipment or occupants of the workspace, and adequately insured. Equipment supplied by the University will be maintained by the University. The University accepts no responsibility for damage or repairs to employee-owned equipment. The University reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the University is to be used for business purposes and is subject to the same standards as equipment provided to non-remote workers.

The manager should document all property provided by the University, and the remote worker must sign and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all University property must be returned to the University within 10 business days, unless other arrangements have been made.

The University may supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. The University may also reimburse the employee for business-related expenses, such as shipping costs that are reasonably incurred in carrying out the employee's job. Manager approval should be obtained before any purchase is made or expense incurred.

## Standard Supplies

Each employee in System Administration will be provided the following equipment for their primary workspace. This list is subject to change based on availability and department budget.

- Laptop
- One Monitor (up to two)
- Docking station
- Mouse
- Keyboard
- Headset (optional)
- Webcam (optional)

## Costs not Covered.

The university has determined that it will not cover costs for the following services related to remote work for either fully remote or hybrid employees. Other items may not be covered in addition to this list.

- Internet service or set up
- Utilities
- Remodeling costs related to office space
- Lighting
- At home storage of supplies

On a case-by-case basis, the University will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, and other office equipment) for each remote work arrangement. The Human Resource and University Information Services (UIS) departments will serve as resources in this matter. The UIS Service Desk should review and order all IT-related equipment, but departments are responsible for funding these purchases. To initiate the process, please email the UIS Service Desk, making sure to include manager approval and speedtypes on all purchasing requests.

Computer, monitor, and docking station purchases using University funds, including those made with a department's Procurement Card, must be properly imaged, installed and/or asset tagged by the UIS Service Desk. This ensures the item is secure, inventoried and that you can access the University specific applications you need. Once this is completed, the item will be ready for the employee to pick up and use. Therefore, computer, monitor, and docking station purchases must be shipped to the System Office:

Your Name  
Attn: UIS Service Desk  
1800 Grant Street STE 355  
Denver, CO 80203

## Telecommunications

To enable the most effective communication, the items outlined below are requested, but not required, for the employee to have successful communication while working remote.

### Internet

An internet connection – broadband wired or wireless (4G/LTE or higher)

- Note: 720p HD Video conferencing calls require minimum speeds of 1.5Mbps/1.5Mbps (up/down)
- Try to connect directly into an Ethernet cable versus Wi-Fi.

### Use of phones for official university business

Departments will be expected to use University tools such as Jabber, Microsoft Teams, or Zoom for communication whenever possible. A department may choose to reimburse the cost of a cellphone for positions where this is deemed required.

## Travel to Office

The University may ask individuals to travel to the office for meetings or other important events. CU will cover allowable mileage reimbursement and travel expenses as outlined below for fully remote employees. All university procurement policies and procedures must be followed. Visit the Procurement [website](#) for more details.

The CU System Office at 1800 Grant St. is an employee’s primary work location unless the employee’s position resides at a campus. In which case, the employee’s primary work location will be the campus. For non-local 100% remote employees traveling to University offices, departments may request travel to our offices on occasion and reasonable expenses may be covered. Employees who generally work remotely and are local to Colorado will not be reimbursed for travel to their primary work location for meetings, events, or other warranted business need.

## Transportation options while in the Denver area

- [RTD - Regional Transportation District](#)
- Parking at 1800 Grant Street: Visit the [Parking at 1800 Grant SharePoint](#) site for more details.

## Workspace in Office

Space at 1800 Grant is either designated to departments (home base) or designated as general use (hoteling or landing zones). Designated department space may be assigned to specific employees. If an employee works three or more days a week in the office, then they are eligible for an assigned workspace. If two or more employees will work a combined total of four or more days a week in the office, they may be assigned a joint workspace. No general use space is assigned to a specific individual or department.

Helpful resources for the 1800 Grant workspace can be found in the links below:

- [1800 Grant Redesign SharePoint](#)
- [Reserving a Workspace](#)
- [Department Locations and Maps](#)

Who is assigned a workspace?	
At work 0-2 days a week	No assigned workspace
At work 3 days a week	May be assigned a workspace
At work 4-5 days a week	Assigned a workspace
Two or more individuals at work a combined total of 4-5 days a week	May be assigned a workspace



## University Information Systems (UIS) Guidelines

Flexible work employees continue to be bound by University of Colorado's information security policies while working at an alternative worksite. Consistent with the organization's expectations of information security for employees working at the office, remote work employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

- The [UIS Service desk](#) is ready to support technical needs to work remotely.
- Contact the UIS Service desk by calling (303) 860-HELP (4357) or emailing [help@cu.edu](mailto:help@cu.edu).
- Click here for a list of [Frequently Asked Questions](#).
- Additional information on the topics below including instructions on how to use UIS tools, can be found in the [UIS How-to Guides](#).

### Remote desktop

A remote desktop allows you to access and use your work computer from another device. This is beneficial to those who will be working remotely and have a desktop computer, as opposed to a laptop or are unable to take their laptop out of the office.

To connect to your work computer using remote desktop, you will need to know the computer name you are trying to remotely connect to. These instructions are detailed in the How-To Guides but can also be obtained by a Service Desk technician during regular business hours.

### VPN

Virtual Private Network (VPN) allows you to send and receive data on your own network as though you were directly connected to the University's System Office private network. You must be connected to the VPN in order to connect to CU applications, access your personal P: drive and any shared drives, and to ensure you receive the regular (and often critical) updates pushed out to your machine by the UIS Service Desk.

### UIS diagnostics

The UIS Service Desk will not be available to physically go to offsite locations to support technology but will be available at the CU System Office to provide remote assistance to supported devices.

**Please note:** The Service Desk can offer best effort support and basic troubleshooting techniques for personal/non-standard equipment (ex: modems, personal printers, cell phones, etc.), but recommend reaching out directly to your provider for their expertise.

## Video conferences, webinars and large meetings

Zoom is used for video conferencing, webinars and large meetings. You do not need a license to join a Zoom meeting, but you do need a license to setup and host meetings. CU System has ensured that it has enough licenses for all its employees.

Additionally, Microsoft Teams is in place for internal video conferencing.

## Document security

Employees must understand that some information (electronic and hard copy) used in their work may be deemed confidential by the employer and shall apply employer's security safeguards and document retention policies at the same level as in the regular office in order to protect such information from unauthorized disclosure, loss or damage. It is important to understand that in situations of possible litigation, all pertinent electronic information must be preserved. Although unlikely, the employee must be prepared to provide personally owned equipment used in performing work duties, in accordance with the department's electronic document policy, if the possibility of stored electronic information exists.

## Office of Information Security

The employee agrees to abide by the University of Colorado's information security requirements with regards to the protection of sensitive University information from unauthorized or accidental access, use, modification, destruction, or disclosure. Only University-provided computers, including mobile computing devices, should be used to access or handle sensitive University information. If you must use a personal computer, it is recommended that you use remote desktop to connect to your university-provided computer. The employee must have, and maintain, VPN connectivity during work hours.

CU employees should not work from U.S. Office of Foreign Assets Control sanctioned countries in which the Duo app is unable to authenticate user identity. Visit the [Duo Help](#) webpage for a current list of countries.

Any suspected information security incident must be reported as soon as possible to [security@cu.edu](mailto:security@cu.edu) or call (303) 860-HELP (4357).

Visit the Office of Information Security [website](#) to learn more:

- [Top 10 Actions to Reduce Risk](#) (including when working remotely)
- [Reporting an Incident](#)
- [Data Classification](#): know the type of information you handle





## Etiquette for Hosting a Virtual Meeting

To support a hybrid work culture, employees should be aware of best practices for hosting meetings virtually. Below you will find tips on etiquette for setting up and hosting a meeting.

**Always set a virtual option:** When scheduling any meeting, set up a video conference line so that coworkers always have the option to participate remotely.

**Provide an agenda:** Provide an agenda to participants so that they can adequately prepare for the meeting.

**Sharing documents:** When sharing documents during the meeting, plan ahead and send files to any coworkers who will be participating remotely, or setup a virtual collaboration resource, using CU approved technology; such as MS Teams, Zoom, etc.

**Clarify attendees:** Encourage meeting participants to state their name if they are only attending via phone when they speak.

**Set meeting norms:** Set expectations at the beginning of the meeting if you need participants to mute their lines or be engaged in a certain way.

**Monitor participation:** Encourage participation from remote participants and in person attendees alike. Be inclusive of those virtually attending, ensuring to ask for their participation.

**Timing:** Consider setting meeting duration for 25 or 55 minutes, to allow for a brief five-minute break between meetings.

## Etiquette for Virtual Meeting Participation

Participating in conference calls is a regular part of remote work responsibilities. Below you will find tips on etiquette for participating in a meeting virtually.

**Quiet space:** When participating in meetings, find a quiet space and join the meeting from somewhere free of loud background noise.

**Mute your line:** When not speaking, remember to mute your phone to minimize background noise.

**Speak clearly:** If some team members are physically in the room, make sure they speak close to the phone or computer speaker so people on the conference line can hear clearly.

**Actively listen:** Be an active listener on conference calls by verbally acknowledging that you are listening or using non-verbal cues like nodding your head if you are on video, by using short statements to paraphrase the main takeaways, and asking for permission to ask questions.

**Give and receive feedback:** When giving feedback to your colleagues, ensure it is specific, constructive and empathetic. Use your feedback to discuss outcomes and actions.

**Be engaged:** Give the remote meeting your full attention. Avoid multi-tasking or reading emails.

**Participate:** If you have something to contribute or missed something that someone said, be sure to jump in rather than waiting to be asked, as meeting facilitators cannot read your body language and may not recognize the need to pause and invite your participation.



**Appear professional:** If participating in a meeting via webcam, remember to maintain a professional appearance. Remember, getting dressed for work will help you get in a mindset for work.

**Use your video features:** Turn your camera on as much as possible to stay engaged with your colleagues.

**Use your calendar:** Keep your calendar up to date to avoid confusion and breakdown in communication as it relates to your availability.

## Ways to Stay Connected

**Be transparent about your schedule:** Let colleagues, managers, and customers know where and when you are working. It is important that others know how to reach you, and when you are available for meetings.

**Share your calendar with your team.** This makes it easier for people to find time to meet with you.

**Use email effectively.** Use the subject line to alert the reader to the topic, the level of urgency, and the required action.

**Use chat features:** Use Teams or Zoom or other similar tools as a means for quick questions and answers. Despite the informal nature of IM, always begin with a greeting, and remain courteous and professional.

**Be responsive:** Stay connected to your workplace and team members by being available and responsive during work hours (e.g., answer calls and respond to emails promptly).

**Establish guidelines:** Agree to communication guidelines with your manager and team members to establish a common expectation for responding to queries and emails.



## Assessment of Remote Workspace

A well-designed office allows each employee to work comfortably without needing to over-reach, sit or stand too long, or use awkward postures (correct ergonomic design). Sometimes, equipment or furniture changes are the best solution to allow employees to work comfortably.

### Creating a remote workspace

- Have a dedicated area to work in.
- Customize your space for efficiency to maximize productivity. Think about a small white board or planner for tracking deadlines. Ensure supplies are within reach.
- Arrange your workspace and keep it clean.
- Schedule out even the little things on your calendar.
- Ensure you have good lighting.
- Use a comfortable chair that sits at the correct height for your desk space.

### Safety checklist

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. The University of Colorado has the linked [safety checklist \(PDF\)](#) that employee's should use when working from home.

### Stay focused

A new environment can offer a fresh mindset on work or many distractions. Talk with your family members that are at home during the day about your schedule to limit interruptions. Set time on your calendar for breaks such as walking to reset your mind.

## Insurance

### Workers' compensation

The University of Colorado provides workers' compensation coverage, as required by State regulation, for employees who are injured during the course and scope of employment.

**Injury to employee while at home:** Injuries sustained by the employee in a home office location and in conjunction with their regular work duties may be covered by the company's workers' compensation policy. The employee must report work-related injuries immediately to the supervisor and will comply with all University reporting requirements established for the purpose of reporting such claims. The employee is liable for any injuries sustained by visitors to their home worksite.

The University is not responsible for injuries unrelated to such work activities that might occur in the defined off-site work location or elsewhere.

**Injury while commuting to work or meeting:** Each potential work-related claim is investigated according to State of Colorado statutes and rules to determine compensability. Travel to and from work is generally not compensable; however, each situation needs to be investigated. If you believe you suffered a work-related injury, please contact University Risk Management to discuss and/or file a claim.

**Reporting Workers' Compensation Claims:** Timely completion and submission of a claim form is important. State of Colorado statutes require written notice of a work-related injury or illness be given to the employer within 4 business days of the incident. Incident procedures and Employee's Injury Report Form can be found on the University Risk Management Workers' Compensation [website](#).

### Property insurance

University insurance will not cover any personal property that is used at home and will only cover university owned or leased equipment.

### Liability

The employee remains liable for injuries to third parties, including family members and visitors at the remote working location. The university is not liable for damages to the employee's personal or real property except to the extent of liability under State of Colorado statutes in the regular/traditional office.

### Homeowners/Renter's Liability

It is recommended that the employee notify their personal homeowners/renter's liability insurance company regarding their use of home space as a remote working location. The employee is responsible for any damage and/or theft of university property that has been provided to them for remote working.



## Ergonomics

Working remotely can present unique ergonomic challenges, as there are several barriers to achieving the neutral postures necessary in the computer workstation setup. The goal of ergonomics (i.e. the scientific study of people at work) is to prevent injuries caused by sudden or sustained exposure to force, vibration, repetitive motion, and awkward posture. Please work with your supervisor to request an ergonomic assessment.

### Set-up of work area / assessment of workstation

[Home Office Set-up](#)

[Transform Any Room into an Office](#)

[Tips to Improve Your Home Office](#)

### Ergonomics training

**LinkedIn:** [Learning Video – Ergonomics 101](#)

**Learn the basis of ergonomics:** creating a healthy work environment. Find out how to adjust the equipment at your desk so you are comfortable and avoid common injuries. In this course, certified ergonomics specialist Barb Phillips shows how to set up your chair correctly for your body type and find more opportunities to work standing up—even without a standing desk. She explains how to avoid neck strain, rest your eyes, and protect your spine to prevent lower back pain. Plus, learn how to use your laptop to your ergonomic advantage. Barb provides advice on keyboard and monitor positioning, chair placement, lighting, temperature adjustments, and more—quick fixes that anyone can do to immediately ease pain and discomfort.

**Try this resource for a stretch break -** [Eight Stretches to do at Your Desk](#)

### Ergonomic resources

Learning Video - [Ergonomics for Laptop Users](#)

[Office Ergonomics](#)

[Ergonomic Checklist](#)

[Computer Workstation Checklist](#)

[CU Work from Home Safety Checklist \(PDF\)](#)

## Resources

This section provides remote work focused resources for all employees.

### LinkedIn Learning

LinkedIn Learning is an online library of instructional videos, taught by accomplished instructors and recognized industry experts, that cover the latest software, creative, and business skills. LinkedIn Learning is available to all CU employees and students at no additional cost. [LinkedIn Learning](#)

Below are recommended LinkedIn courses that can support your remote work arrangement. Search the titles below in LinkedIn Learning to start a course.

- Proven Tips for Managing your Time
- Learning Zoom
- Time Management: Working from Home
- Productivity Tips: Setting Up Your Workplace
- Productivity Tips: Finding Your Productive Mindset
- Leading Virtual Meetings
- Managing Virtual Teams

### Additional online resources

[Remote Work Resources](#) (This website provides excellent resources and tips for working remotely from a variety of media sources)

[Onboarding New Employees Remotely \(PDF\)](#)

[Participating in Zoom interviews \(PDF\)](#)

[Flexible Work Arrangement \(PDF\)](#)

### Contact information

#### University Information Services

(303) 860-4357 (HELP)

[help@cu.edu](mailto:help@cu.edu)

#### Human Resources

[systemhr@cu.edu](mailto:systemhr@cu.edu)

#### Benefits

[benefits@cu.edu](mailto:benefits@cu.edu)

#### University Risk Management

(303) 860-5682

[riskmgmt@cu.edu](mailto:riskmgmt@cu.edu)

## Self-Care Resources

If isolation, stress or anxiety begin to take a toll, the University offers the following resources to help.

### Real Help Hotline

The Real Help Hotline provides all CU employees with access to professional mental health counselors, who help find wellness and behavioral resources or immediate counseling over the phone. This hotline is free, confidential and available 24/7 by calling 833-533-CHAT (2428).

### LiveHealth Online

CU Health Plan – Anthem members have access to telehealth for medical, psychological, and psychiatric related concerns. Anthem plan members can use [LiveHealth Online](#). They can visit [Anthem's](#) secure portal to use [LiveHealth Online](#) and connect with a board-certified doctor via live chat or video. This includes visits with a mental health professional, 24/7 through live video.

### Mental Health Resource Hub

Taking care of your mental health is more important than ever. The following resources can help manage these feelings. The Mental Health Resource Hub is a free online digital resource site, powered by [Psych Hub](#) and supported by Anthem, and can help you navigate social isolation, and other COVID-19 challenges.

#### LinkedIn Learning Courses:

[Managing Stress for Positive Change](#)

[Thriving @ Work: The Connection between Well-being and Productivity](#)

[Building Resilience](#)

### myStrength

CU Health Plan – Kaiser members have access to the myStrength app and other digital emotional wellness tools at [Kaiser Permanente](#). myStrength is a personalized program that includes interactive activities, in-the-moment coping tools, inspirational resources and community support. myStrength helps with depression, anxiety, sleep, stress, substance use and chronic pain. You can track preferences and goals, current emotional states and ongoing life events to improve your awareness and change behaviors.

Everyone needs support for total health — mind, body and spirit. Digital tools can help you navigate life's challenges; make small changes that improve sleep, mood, and more, or simply support an overall sense of well-being.

### Colorado State Employee Assistance Program

[The Colorado State Employee Assistance Program](#) (CSEAP) has provided resources that you may find helpful for managing stress and anxiety and provides up to 6 counseling sessions free of charge.



## Physical Health

Don't neglect your physical health! Physical health can improve attention span, relieve stress and stimulate your mind. Take a short walk to break up the workday.

## CU Denver's Virtual Wellness Programs

Be well and stay connected wherever you are! Take advantage of our various virtual resources focused around keeping you moving, energized, and mindful during your time away from campus. [CU Denver Wellness & Recreation Virtual Programs](#)

## Americans with Disabilities Act

All employees including remote or hybrid work employees are eligible for accommodations under the Americans with Disabilities Act. The employee must complete the ADA interactive process with System HR and have an approved accommodation in place. Please reach out to [systemhr@cu.edu](mailto:systemhr@cu.edu) for any requests under the ADA.