

Faculty Remote Work Resource Sheet

Technology Resources for Instructors & Staff (including graduate students with TA appointments)

The Division of Undergraduate Education is providing the following resources for Fall 2020 only: headsets, webcams, internet access (MiFi), laptops, iPads or Surface Pros.

<https://ue.ucmerced.edu/technology-resources>

Reimbursement of Internet, purchase of equipment, etc.

UCOP's Business and Finance [Bulletin G-46](#), Guidelines for the Purchase of Cell Phones and Other Electronic Devices, addresses the situations where the University may purchase personal computers and related software, printers, telephone lines, fax machines, and Internet and e-mail service for employees who telecommute or frequently work from home.

Equipment

Only business-related equipment that can be returned to the office at the end of the remote work arrangement should be reimbursed. If any item needs to be installed, charges related to the installation are the responsibility of the employee. Campuses should evaluate on a case-by-case basis where reimbursement is necessary for employees with specific needs not already met with existing resources.

If the department head (i.e., Dean) approves such purchases under a shelter-in-place rule, it is only allowable if the University-issued office equipment can't be taken home or the employee does not already have personal equipment at home to enable them to perform their work duties. In such cases, the employee and the department are responsible for ensuring that University equipment in the employee's off-site workspace is used primarily for University business.

Please note: To reduce unnecessary spending and increase campus sustainability, all purchase of new desktop printers, ink and toner must be approved by the division head or dean. Staff and faculty should make every effort to adopt digital means of communicating and storing documents. If printing is necessary, use a shared printing/multi-functional device

Internet & related services

By exception during this COVID-19 period, a Senate faculty member may use their discretionary funds (startup, incidentals, research) at the approval of their Dean to request reimbursement for the business use of an internet, fax, or messaging purchased with the employee's own funds when it would not be practicable or cost-effective for the University to separately purchase this resource if such equipment is needed to perform the duties of the job and does not currently exist. An employee may request reimbursement for the business use of a cellular phone or similar device purchased with the employee's own funds only if the individual incurs additional charges on a calling plan for business calls over the plan limit. In such cases, the University will

reimburse those charges at the excess minute rate, upon receipt of supporting documentation. No reimbursement shall be made for business calls or a percentage of total business calls made within the package minutes covered under the employee's calling plan contract. If reimbursement is requested, documentation will be required to show the variance in price from the plan normally held versus the increased capacity needed to perform remote work. A business justification will also be needed.

One-time Access to Campus

Following the inception of our remote work policy to reduce on-campus density, each school established a mechanism for faculty and staff to request one-time access to their offices to pick up materials needed to work from home.

As we prepare for the fall semester, our work will largely remain remote, and we understand that many of you need to retrieve additional items (e.g., books, files, records) to support your work. To do so, you can [request one-time access](#) to campus facilities.

Requesting access provides a record of who is on campus at a particular point in time. This will facilitate our requirement to monitor campus density as well as our contact tracing efforts in the event of a COVID-19 exposure. We appreciate your compliance with this protocol.

Should conditions change we will provide a further update on this topic.

If you have questions or require more information, please contact:

School of Natural Sciences, [Tom Martinez](#)

School of Social Sciences and Humanities, [Christine Howe](#) or [Mohabbat Ahmadi](#)

School of Engineering, [Lenes Hopkins-Chery](#) or soe-c19team@ucmerced.edu

Staff who do not work in a school should contact their immediate supervisors to coordinate access.

Resources and communications for our preparation for fall semester can be found at the [Campus Ready](#) site.

Pedagogical Resources for Remote and Hybrid Instruction

The effective use of remote and hybrid instructional methods begins with understanding best practices in remote instruction and then identifying technology tools that best support these practices and student success. In an effort to guide you during this important transition to web-based instruction, we have identified a number of useful resources, guides, and web-based learning activities for your consideration. As always, the Center for Engaged Teaching and Learning staff are available to help faculty make a smooth and reasonable transition to remote learning.

The Office of Informational Technology, in collaboration with CETL, the schools, and campus administration, has set up an [Educational Continuity site](#) that has a number of resources and information.

Sanitizer and PPE supplies available on-campus

Vending machines that contain 4-ounce containers of hand dispenser will be placed in key locations across campus by the third week in August. People can receive a dispenser once every two weeks with a swipe of their CatCard. There is no charge for the dispenser.

The vending machines will initially be in five locations:

- The Pavilion
- Lantern Café
- Yablokoff-Wallace Dining Center
- Science and Engineering Building 2 (SE2)
- Administration Building (3H)

In addition to the vending machines, hand sanitizer pump stations will be available at the entrances of campus building.

PPE such as N95 masks, nitrile gloves and disinfecting wipes as well as hand sanitizer can be ordered from the university's Emergency Operations Center. Procurement is developing an EOC Inventory Request Form in Bobcat Buy that will streamline the process to request items from central inventory. The new form is expected to be available by the end of next week in Bobcat Buy and all staff and faculty with access will be able to place orders. Orders will be automatically routed by Bobcat Buy through the department's or school's Chief Administrative Officer or Management Services Officer (CAO/MSO) for approval. Once approved, items will be distributed as part of the normal campus distribution process by Shipping and Receiving. Inventory required specifically due to COVID-19 will generally not be recharged to the department unless reimbursement through FEMA is not possible, inventory required for normal operations regardless of COVID-19 will be recharged to the department at cost.

Shipping supplies or equipment to a personal address for employees working remotely

This can be done at the discretion of the unit's Chief Administrative Officer or Management Services Officer (CAO/MSO) in accordance with campus guidance and policies. Faculty and staff can work through the Administrative Coordination Team (ACT) by submitting a ServiceNow Purchasing Request that includes home delivery or work with their local Department Buyer to request the purchase and home delivery. All home deliveries will be facilitated by ACT or the Department Buyer through a Procurement Card once the purchase and home delivery request is approved with appropriate documentation to justify use of a personal address to support remote work requirements logged with the purchase. CAOs must ensure a log of such items is maintained by the unit to ensure necessary tracking of department equipment per University Policy.