

Telework Agreements in PeopleConnect – Quick-Start Guide

UCSF’s process for securing telework agreements is becoming automated, via integration between PeopleConnect and DocuSign. All staff members who will be working off-site some or all of the time will need to complete a new Telework Agreement using the new process by **January 31, 2022**. This guide will help you **gather the information you will need** to complete the Telework Agreement once the new form is live, beginning December 6, 2021.

What to Do Now

Start conversations with your direct reports in which you discuss the details of the Telework Agreement with each of them. The table below provides guidance to help you gather the information you’ll be asked to provide on the form. For reference, you can view a blank version of the [UCSF Telework Agreement & Equipment Receipt Form](#) here. The fields will be populated through the PeopleConnect and DocuSign processes.

Information Needed	Additional Guidance
Agreement start and end date	Start date should be the date you are initiating the agreement; the end date is at the manager’s discretion, it is recommended Telework Agreements get reviewed annually, so consider an end date of one year out.
Telework designation: “Flexible” or “off-site”	You will need to classify the employee as either “flexible” or “off-site.” NOTE: In FAS, most employees will be classified as “flexible.” To understand the implications of these terms, check out the FAS Telework Supplemental Guidance .
Location of off-site work	You will need to provide the address where off-site work will be performed. In most cases, this is likely to be the employee’s home address.
Number of hours working off-site per week	<ul style="list-style-type: none"> • E.g., for someone working 40 hours/week who works fully off-site most of the time, that person would list “40” as their “off-site hours/week.” • For someone working off-site 4 days a week and on-site 1 day a week, that person would list “32” as their “off-site hour/week”
Off-site/On-site Schedule	HR is requiring managers to input both an on-site and off-site schedule for staff, as in the following examples: <ul style="list-style-type: none"> • For a staff member working on-site once/week: <ul style="list-style-type: none"> ○ M-Th, 8-5: Working off-site F, 8-5: Working on-site • For staff coming in less frequently: <ul style="list-style-type: none"> ○ M-F, 8-5: Working off-site; see “Additional Expectations” for further information
Additional Expectations	You will have an opportunity to provide further details about work expectations that might affect how often the team member will work on-site. An example of information you might provide: <i>“[Team member name] expected to come on-site as needed for in person client meetings (ad hoc), EOC exercises or incidents (ad hoc), equipment safety checks with vendor (2 times per year and when a repair is needed), team building events (up to 2 per year), and system implementation project sprints (expect daily for 2-3 consecutive weeks in spring).”</i>
UCSF equipment being used off-site	The new process allows us to track UCSF equipment a flexible or off-site employee is using at home (e.g., Dell laptop; Logitech mouse).

What to Do Next

On **December 6, 2021**, the tool will be available in PeopleConnect for managers to initiate the Telework Agreement process. After having conversations with your staff, you will input the relevant information in the form for each staff member. Once you've entered the information, you can send the form to the employee for signature and completion via DocuSign.

Help! I still have questions!

Need additional guidance? Reach out to [your department's Change Champion](#).