## Recommendations for Employees Without Computer or Internet Access

During periods of inclement weather where the university suspends on campus activities, employees are expected to continue their work remotely. However, there are some positions where that work cannot be completed remotely.

This list of projects is not designed to be assigned in its entirety, but a few of the suggestions below per closure is appropriate to keep those employees engaged during this time when they cannot be on campus to perform their normal duties.

**Note to supervisors:** engagement of employees is important for their buy-in to tasks and work that you need them to complete. Allowing them to have a say in how their job is completed, while the same result is still achieved, is an important engagement tool. All ideas should be discussed with the employee and compromises made when appropriate. It is also important to discuss why certain ideas may not be viable, thank them for their suggestions, and express your desire for their continued input.

1. Write a few short paragraphs on changes you would make to your job. This is not a list of complaints but rather should include ways to fix inefficient processes, ideas to better handle the more repetitive and/or less useful functions currently used to complete certain tasks, and/or assignments that could be done other ways, all leading to better productivity and efficiency in our work. You will share this with your supervisor when we return to in-person work.
2. Write a few short paragraphs on changes you would make to our department. This is not a list of complaints or a time to gripe about fellow employees, but rather should include ways to fix inefficient processes, ideas to better handle the more repetitive and/or less useful functions currently used to complete certain tasks, and/or assignments that could be done other ways, all leading to better productivity and efficiency in our work. You will share this with your supervisor when we return to in-person work.
3. Write a few short paragraphs on some goals you like to achieve at work, including how you would achieve them. Ideas can include promotions, going to school to obtain or finish a degree, being more punctual, ways to do your job more efficiently, what your supervisor could do to help you meet your goals, etc. You will share this with your supervisor when we return to in-person work.
4. Write a few short paragraphs on ideas to improve the communication within our department. You will share this with your supervisor when we return to in-person work.