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, or the employee does not have computer or Internet access in their home.

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.

## Notes 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.

For employees with computer and Internet access but who cannot complete their duties off campus, direct them the HR Training and Employment Development web page to access the suggestions below. They may also be given this handout and type the URLs into their browser bar as indicated. Discussing with them what they learned can be a useful engagement tool and help you find ways to help employees meet their own goals.

## Recommendations for Employees with Computer and Internet Access but Whose Work is Usually Completed on Campus

1. Review two or three items on the [HR Training and Employee Development web page](https://www.niu.edu/hrs/resources/training.shtml) ([go.niu.edu/HRS-training](https://go.niu.edu/HRS-training)). Write a short summary of what you reviewed and what you learned. Present this to your supervisor when we return to in-person work.
2. Read two or three of the following articles and/or watch two or three of the videos below, or a combination of both, and write a short summary of what you learned. Present this to your supervisor when we return to in-person work.

### Articles

* The Key to Succeeding at Work: Improving Communication in the Workplace –[go.niu.edu/weather-prof-dev-1](https://go.niu.edu/weather-prof-dev-1)
* Ways to Improve Work Performance – [go.niu.edu/weather-prof-dev-2](https://go.niu.edu/weather-prof-dev-2)
* How Can You Improve Yourself as an Employee? – [go.niu.edu/weather-prof-dev-3](https://go.niu.edu/weather-prof-dev-3)
* How to Be the Best Version of Yourself at Work – [go.niu.edu/weather-prof-dev-4](https://go.niu.edu/weather-prof-dev-4)

### Videos

* How to Be a Better Employee – [go.niu.edu/weather-prof-dev-5](https://go.niu.edu/weather-prof-dev-5)
* How to Be an Awesome Employee – [go.niu.edu/weather-prof-dev-6](https://go.niu.edu/weather-prof-dev-6)
* How to Stand Out at Work – <go.niu.edu/go.weather-prof-dev-7>
* How to start changing an unhealthy work environment – [go.niu.edu/weather-prof-dev-8](https://go.niu.edu/weather-prof-dev-8)
* Getting stuck in the negatives (and how to get unstuck) – [go.niu.edu/weather-prof-dev-9](https://go.niu.edu/weather-prof-dev-9)
* Break Away from Negative Thoughts & Experience Life – [go.niu.edu/weather-prof-dev-10](https://go.niu.edu/weather-prof-dev-10)

1. Explore the [Resources for Faculty and Staff web page](https://www.niu.edu/faculty-staff.shtml) ([go.niu.edu/employee-resources](https://go.niu.edu/employee-resources)) on the NIU website. Write a short summary of what you reviewed and what you learned. Present this to your supervisor when we return to in-person work.
2. Explore the [NIU Policy Library](https://www.niu.edu/policies/) ([niu.edu/policies](https://www.niu.edu/policies/)). Write a short summary of what you reviewed and what you learned. Present this to your supervisor when we return to in-person work.
3. Find a department or area you are not familiar with on the [NIU.edu](https://www.NIU.edu) website and write a short summary of what you reviewed and what you learned. Present this to your supervisor when we return to in-person work.