

What do I need to work remotely at Dixie State University?

It depends, but most common are an internet connection and a computer. If needed, College of SET has a collection of MacBooks that departments can check-out for use in remote work; contact Cari Heizer for more information. With those items in place, many employees will be able to work remotely with publicly available DSU services that do not require VPN access but require usernames and passwords. Such services include:

- Outlook Email & Calendar (including voicemails, delivered to your email inbox)
- Microsoft Office 365 Suite, including Teams, OneDrive, SharePoint, and Office Online
- Google Suite, including Google Drive, Google Calendar, Meetings / Hangouts, etc.
- Canvas
- NOVAtime
- Self-Service Banner (myDixie) - requires Duo authentication (<https://it.dixie.edu/duo/>)
- NEOGOV - requires Duo authentication

Please see the associated IT Services document for additional information about using these services, storing files in the cloud, security, using VPN (when needed), etc.

What resources do I have to collaborate with colleagues, conduct meetings, etc.?

Multiple tools exist to help you talk virtually with colleagues and maintain productivity, all at no cost. As explained in the IT Services document, these include:

- **Microsoft Teams** - similar to Slack, combines meeting technology with persistent chat. Can be used for department or program-level meetings and constant communication.
- **Google Meet or Hangouts** - allows video conferencing, screen sharing and chat. Use your DixieID and password to access.
- **Zoom** - allows virtual meetings with up to 100 participants, video, screen sharing, etc. You can create a free Zoom account at zoom.com. Due to increased interest and national need, Zoom has expanded its free account with additional resources.

What options do I have for alternative work for the next two weeks (March 21 – April 5)?

Faculty have migrated most courses to an online format, primarily utilizing Canvas. Faculty resources and training can be found here. For staff employees, please work with your supervisor on what current work assignments you can complete remotely, utilizing the above resources.

If your staff work assignments cannot be completed 100% remotely during the next two weeks, staff employees can work with their supervisor on alternative work assignments. Options include:

- **Facilities Management employees** moving from indoor assignments (Custodial, etc.) to outdoor assignments (Grounds, etc.), working independently or in small groups working 6 feet apart.
- **Office employees** creating or updating work manuals (“how to do my job duties”) for their position(s), reviewing and updating policies and procedures for their department, digital file and email organization / clean-up, completing trainings on Zoom or above resources to better utilize them to complete other work assignments remotely, department webpage / content updates, etc.
- If the above examples are not available AND/OR employee is able, full-time staff can utilize accrued vacation, contract, or compensatory leave during this period. Sick leave may also be used (with supervisor approval) to care for self or family members impacted by illness, medical quarantine, etc. *During these two weeks, sick leave can also be used for self-quarantine, the closure of a child's school or childcare, and for those employees that are high risk (e.g. over age 60 and/or are immunocompromised).* The HR Director is available to assist employees if they have limited leave available, on a case-by-case basis.
- After all above efforts have been exhausted, if the employee still is short of hours, supervisors can opt to pay their part-time employees up to the same hours paid to the part-time employee for the February 21 – March 5 pay period. Such time must be input by the supervisor into NOVAtime for the March 21 – April 5 pay period only, with comments added to show what additional hours were added.