

April 9, 2020 Employee Morale Survey

Action Items

No Meetings on Friday Afternoons and Adjustment of Work Demands

Effective May 22, 2020 (following the conclusion of the semester), routine work meetings should not be scheduled on Friday afternoons between 1 pm and 5 pm. This is not an opportunity to skip work (although people can schedule time off), but rather an opportunity to take a break from the increased number of meetings and be able to work individually, or connect less formally with colleagues. This also creates an opportunity for our staff organizations and communities of practice to come together during a time when their members are more likely to be available. We realize that this schedule may not work for all departments, and there may be an urgent need to meet, but such meetings should be rare exceptions. In addition, we strongly encourage you to schedule your meetings to end 5 to 10 minutes before the hour, e.g. 9:00 a.m. to 9:50 a.m., so that participants have an opportunity to take a quick break before they go on to the next meeting.

Many of us have experienced an explosion in the amount of work that we are expected to do, while at the same time the expectations of many of us at home have dramatically increased as well. However, we can't expect to continue to work in the same ways we did, or be as productive as we were, prior to COVID-19. Some of us need more flexible work schedules to go grocery shopping in the middle of the day for example, or provide care to a loved one, while others might need to take a day to refresh and recuperate. All of us share in the responsibility to support our colleagues as we each do our best to meet the often overwhelming demands on our time and energy.

Computer Equipment/Ergonomics

We're committed to making sure you have the equipment you need to successfully work remotely. For employees experiencing ergonomic issues with their computer set-up, your first stop should be the 'Be Well at Work' web page dedicated to [ergonomics for working at home](#). There you will find numerous tips as well as instructions for scheduling a virtual ergonomic assessment and a list of peripherals available for purchase - at no cost to the employee - that can be [delivered to your home](#). For equipment such as desks and chairs, including sit/stand desks, you will first need to complete a virtual ergonomic assessment through [Be Well at Work](#). We are also exploring ways for people to return to their offices to obtain smaller items such as monitors, chairs, docking stations, and keyboards. This would require a system where access could be supervised while maintaining social distancing requirements and tracking University-owned equipment.

Reimbursement for Remote Work Expenses

If you incur additional expenses as a direct consequence of having to work remotely, e.g. you have to purchase internet access for your home, change your cell phone plan or buy

toner for a printer that you have to use, you will be reimbursed. Please work with your supervisor to discuss expenses that you believe should be reimbursed before incurring them.

Employees on Campus

For our colleagues who are required to work on campus, we want to acknowledge their extraordinary efforts. The University will continue to provide all necessary masks, face coverings, gloves, and other personal protective equipment (PPE) consistent with applicable Public Health directives.

Access to Offices

We understand the frustration of not being able to make a quick trip to your office or workspace, whether it is to pick up materials that were left behind, or to have access to reliable internet service to deliver a lecture. However, in light of existing shelter-in-place orders affecting Alameda County and the surrounding counties, we are unable to provide broad access to the campus or individual offices. We are, however, exploring ways for people to return to their offices to obtain critical equipment and materials.

Communications

Many of you expressed challenges with keeping up and/or finding information that is being distributed to campus. The main source of advice for our campus is the Berkeley News [Coronavirus Page](#), where you can find information that has been shared with the campus community as well as other resources. In response to your comments, we will provide additional guidance that connects you to other sources of information on campus.

Manager Training for Supervising in a Remote Work Environment

This crisis has presented unique challenges for our managers who must not only continue to manage and supervise work, but also play a bigger role in managing the well-being of their employees. We have provided several [resources](#) to support managers, but will soon provide [direct training to managers](#) to help them better support their employees and themselves.

The Financial Impacts of COVID-19

As the campus recently communicated, we estimate that the financial impacts of COVID-19 will be approximately \$200 million and will increase the longer the crisis continues. Like you, we would like to have more information and be able to make decisions faster, but we are simply not in a position to do so, primarily because of the uncertainty of when we, and society at large, will be able to return to work and what that will look like. We will continue to provide as much information as possible.