Managing Remote Employees Toolkit

I. Policies, Forms, & Guidelines

- Remote Work Policy
- Remote Access User’s Agreement
- Work from Home Equipment Sign Off
- Remote Work Guidelines for URMC Staff
- Remote Work Assessment Tool

II. Training for Managers of Remote Employees

- Managing Remote Employees (MyPath learning module- 20 min)
- Organizational Change in the New Normal: HANYS Pandemic Recovery Series webinar recording (5/6/20)
- Managing Remote Employees: Tips for Leaders
- Lead the Change to Work Remotely
- How to Cultivate Effective “Remote Work” Programs
- A Guide to Managing Your (Newly) Remote Workers

III. Training for Remote Employees

- Working from Home training
- Effective Tips for Working Remotely
- 5 Ways to Demonstrate Your Value - Remotely

IV. Technology Support for Remote Work

- Accessing URMC Systems Remotely
- Box
- ISD Help Desk (Medical Center Employees)
- Microsoft OneNote for collaboration
- Microsoft Teams
- Skype for Business
- UIT Help Desk (Non-Medical Center Employees)
- Virtual Desktop
- Zoom