UCI Bike Race FAQ

For Vice Provosts, Deans and Department Chairs

Office of the Provost and Vice President for Academic Affairs
9/1/2015
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1. **When will the race impact employees on the Monroe Park Campus?**

<table>
<thead>
<tr>
<th></th>
<th>Monday Sept. 21</th>
<th>Tuesday Sept. 22</th>
<th>Wednesday Sept. 23</th>
<th>Thursday Sept. 24</th>
<th>Friday Sept. 25</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roads Close</td>
<td>9:00 a.m.</td>
<td>Roads Close</td>
<td>Roads Close</td>
<td>Roads Close</td>
<td>Roads Close</td>
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<tr>
<td>Roads ReOpen</td>
<td>4:50 p.m.</td>
<td>Roads ReOpen</td>
<td>Roads ReOpen</td>
<td>Roads ReOpen</td>
<td>Roads ReOpen</td>
</tr>
</tbody>
</table>

Legend

- Low Impact – some flexibility in arrival and departure times required
- Moderate Impact – evening commute will be difficult
- High Impact – strongly encourage telecommuting or annual leave if possible

- Please be mindful of increased traffic prior to the road closings and after the roads reopen. Add that time into your commute.

2. **Where can employees park?**

VCU Parking is currently finalizing the parking plan. Additional information will be available the week of Sept. 7th.

3. **What are the options for employees who prefer not to come to campus on one or more days of the race?**

**Telecommute**

- The university has approved the liberal use of telecommuting during race week.
- For employees who wouldn’t ordinarily qualify to telecommute or for employees who do not have access to VCU-VPN services at home/off-site, special considerations for online professional development are available for this week only. (See Page 8 for instructions on Atomic Learning@VCU)
- Fill out special telecommuting form ([http://www.hr.vcu.edu/media/hr/Special_Telecommuting_Agreement.doc](http://www.hr.vcu.edu/media/hr/Special_Telecommuting_Agreement.doc))
- Complete telecommuting/volunteering work plan (on page 7).
Take Annual Leave
• VCU employees may choose to take accrued annual leave during race week.
• Employees should submit regular leave requests.

Volunteer at the Race
• VCU employees may use 16 regular work hours to volunteer at the Race.
• Employees wishing to volunteer MUST register as a volunteer at richmond2015.volunteermanage.com and provide the printed confirmation, as well as scheduled volunteering dates/times to their supervisor.
• Complete telecommuting/volunteering work plan (on page 7)

Come to work each day as usual
• Supervisors should be informed if an employee plans to be on campus.

4. What other things should employees know about telecommuting during the race?
Telecommuting is at the discretion of the department and depends on staffing and business operating needs. Employees must have prior approval from their supervisor to telecommute.
• Communication (i.e., phone, email, attendance at meetings) between the employee’s offsite and central work location on campus is the employee’s responsibility.
• The employee is expected to meet with his/her supervisor to receive assignments and to review completed work. The employee will notify the supervisor immediately when circumstances arise that change his/her ability to perform the assigned work offsite.
• The employee must confirm that the alternate work location is, to the best of his/her knowledge, free of recognized hazards that would cause physical harm. The employee must agree to notify the supervisor immediately of any accident or injury occurring at the offsite work location.
• Employees telecommuting are responsible for the security and confidentiality of any university information, documents, records or equipment in their possession. When the offsite work involves remote access to the university’s computer network, remote users must abide by VCU’s security standards relating to remote access. All remote access involving data stored on the university network requires encryption. No sensitive university data should be stored on the employee’s personal computer.

5. What should supervisors know about approving the special telecommuting agreement?
Before agreeing to the special telecommuting agreement, supervisors must evaluate individual jobs for telecommuting suitability and employees for performance and reliability.
• Positions must have activities that:
  o Can be measured;
  o Can be done independently;
  o Can be easily moved to an offsite or non-office environment;
  o Have observable beginning and ending work times; and
  o Do not require special equipment or information that is available only at the central work site.
• The supervisor keeps the original signed version of the special telecommuting agreement [DOC] (page 6) in the department’s file and provides a copy to the employee. VCU Human Resources does not need a copy of the special telecommuting agreement.
6. Can hourly and student workers “work ahead” for hours they may not be able to be on campus?

For example, if a graduate student is scheduled to work 20 hours per week but is only able to be on campus for 10 hours during bike race week, can an additional 10 hours be added to their schedule the week before and the week after?

Yes. The following is specific for VCU wage (hourly, student worker and work-study) employees:

- Any VCU wage employee hours worked from Sept. 10 through Sept. 22 will be included in VCU's normal payday of Sept. 30.
- Any VCU wage employee hours worked on Wednesday and Thursday, Sept. 23 and Sept. 24, will be paid on a special payday, which is Friday, Oct. 2. To avoid a delay in receiving their pay on Oct. 2, wage employees should contact their timekeeper directly to confirm their department's internal deadline for submitting wage hours worked.
- Any VCU wage employee hours worked from Friday, Sept. 25 through Sunday, Sept. 27, start a new pay cycle. This means that hours worked during this time period will be paid on VCU's normal payday of Oct. 16.

7. Will my building(s) be open during the race week?

To help ensure your safety on campus and in VCU facilities, the VCU planning team worked with units across the university and health system to determine a building access plan that identifies facilities that will remain open to the general public during the bike race.

- VCU Medical Center clinics will be fully operational and operate under normal schedules. All VCU Medical Center buildings will remain open as usual.
- VCU facilities not listed as “open to the public” are considered restricted and will require VCUCard access or additional security during Sept. 19-27. Specific questions related to the building access plan and your building should be directed to your building manager or department administrator.
- Buildings open to the general public:
  - Barnes & Noble (both campuses)
  - Cabell Library (closed Sept. 26-27, reopen at 4 p.m. Sept. 27)
  - Chili’s
  - Gateway Building (Einstein Bros. Bagels and Wendy’s)
  - Larrick Center (Jonah’s and Starbucks)
  - Laurel & Grace (IHOP, Raising Cane’s and Croutons)
  - Panda Express
  - RamTech
  - RamBikes
  - Shafer Court Dining Center (including Einstein Bros. Bagels, Market 810 and Market 810-2-Go)
  - Starbucks at Belvidere and Cary
  - Siegel Center

- What does this mean for employees?

All employees should plan to carry their VCUCard at all times to help ensure the ability to access their building(s). Prior to the race, faculty and staff should check with their building manager to ensure they have building access (please note that all VCU Medical Center buildings will be open as usual). Building managers and department administrators can follow their usual protocol for requesting access. Should an employee lose his/her VCUCard
during Sept. 19-27, the VCUCard office located in Sanger Hall, 1101 E. Marshall St., B1-018, will be open Monday-Friday, 8 a.m.-4:30 p.m.

8. Although there are no classes for students during the week, VCU remains open for business. How should we prepare to staff our offices?

- Determine the number of faculty/staff needed onsite (if necessary) to maintain operations in similar circumstances, such as Spring Break.
  1. What areas need onsite coverage?
  2. During what hours is coverage required?
  3. Does coverage need to be in a specific location?
  4. Can coverage be consolidated into fewer buildings/floors?

- Please ensure that:
  - No one is alone in any building – a minimum of two individuals in any staffed location.
  - Phones should be redirected as needed to ensure coverage
  - Out-of-office messages are consistent
  - Signage should be placed appropriate to direct visitors to the central area

- **Complete the Business Operations Workplan** (page 11) indicating the planned staffing and locations for your area. **Forward this plan to your dean by September 16** (This information will be shared with the Office of the Provost and the VCU Police)

9. How should we handle general office deliveries and visitors during the bike race?

- Notify vendors that deliveries should not be scheduled from Sept. 21 and 25.
- Discourage visitors during the week, if possible.
- Consider digital options for meetings and consultations, such as Google Hangouts or Sykpe.
- Internal mail services will be available on a limited basis.

10. Can the hours of the work day be altered to accommodate the road closings?

- Flexibility in hours will be very important during the race.
- Keep in mind, classified staff who are exempt can work more than 40 hours during this work week; non exempt employees who work more than 40 hours must be paid overtime for hours worked over 40 hours.

11. Can an office phone be forwarded to an employees’ cell phone or a landline phone at an employees’ home?

Technology Services is exploring this question. Information will be sent to you when it is available.
12. **How do employees and supervisors stay informed?**

- VCU’s UCI Bike Race website: http://richmond2015.vcu.edu/faq.html
- Special TelegRam messages (weekly prior to Sept. 19; daily from Sept. 19 – 27)
- Follow #TheWorldsatVCU
- Send Questions to richmond2015@vcu.edu
- The university will implement a special text messaging service to provide alerts during the full nine days of the race. Look for the announcement and directions for sign-up in an upcoming TelegRam.
Appendices:

1. Special Telecommuting Agreement

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*VCU* TELECOMMUTING AGREEMENT FOR FALL 2015 WORLD BIKE RACE

[REVISED]

1. University officials have approved the liberal use of telecommuting during the entire bike race week, Sept. 19-27.
2. Due to bike race events planned throughout the day and evening of Friday, Sept. 25, and their impact on the VCU community, telecommuting is strongly encouraged on that day.

For VCU employees who are not already approved for (ongoing) telecommuting, please use this special agreement to telecommute during the bike race. This agreement requires approval of the employee’s supervisor/manager, who will retain the original signed version in the department's personnel files and will provide a copy to the employee. Do not send a copy to VCU Human Resources.

Employee name:
Employee’s offsite work address:
Employee’s offsite designated work area: (e.g., home office section of living room)

Work/Performance Expectations and Schedule
The employee agrees to perform the assigned duties at the approved alternate work location for the required number of hours described in this agreement. Failure to comply may result in loss of pay, termination of this agreement and/or appropriate disciplinary action.

Communication between the employee and his/her office (i.e., phone, email, meetings, etc.) is the employee’s responsibility. The employee will meet with the supervisor to receive assignments and to review completed work. The employee will notify the supervisor immediately when circumstances arise that impact his/her ability to perform the assigned work offsite.

The employee will work offsite:
(Specify day(s)/date(s)/year and hours of work, i.e., 8 a.m. to 5 p.m. – space expands as you type)

The supervisor will maintain a copy of this work schedule and the employee’s time and attendance will be recorded the same as if he/she is performing official duties at location at VCU.

Safety
The employee confirms that the alternate work location is, to the best of his/her knowledge, free of recognized hazards that would cause physical harm. The employee agrees to notify the supervisor immediately of any accident or injury occurring at the work location.

Describe in detail the designated work area at the alternate location (space below expands as you type):

Compensation/Benefits
All salary, leave and other benefits will remain as if the employee performed work onsite at VCU. If eligible, the employee will be compensated in accordance with the Fair Labor Standards Act (FLSA) for overtime worked at the request of and approved in advance by the supervisor/manager.

The employee agrees that failing to obtain proper approval for overtime or before taking leave may result in termination of this agreement and/or disciplinary action.

Confidentiality/Security
Employees telecommuting are responsible for the security and confidentiality of any information, documents, records or equipment in their possession. When the offsite work involves remote access of the university’s computer network, remote users must abide by the university’s security standards relating to remote access. All remote access involving data stored on the university network requires encryption. No sensitive university data will be stored on the employee’s personal computer.

Equipment/Expenses (space below expands as you type)
Describe the equipment that will be used to perform offsite work. If state-owned, indicate the VCU Property Tag Number.

Additional conditions agreed upon by the employee and the supervisor/manager are as follows:

I have read and understand VCU’s Telecommuting Policy and agree to the conditions detailed above and applicable policies and guidelines:

Employee Signature Date

I agree to the employee’s participation in working offsite and agree to adhere to applicable policies and guidelines:

Supervisor Signature Date

Manager Signature Date

*This form is not for use by VCU Health System employees. VCU employees with dual reporting roles are encouraged to consult their supervisor/manager to determine which operations protocol to follow.*

VCU Human Resources

REVISED August 31, 2015
2. Sample Telecommute/Volunteer Plan

Employee Name: _________________________

Due Date to Supervisor: ________________

<table>
<thead>
<tr>
<th>Telecommute</th>
<th>Volunteer at Race</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Supervisor should assign tasks to be completed on days that the employee telecommutes.</td>
<td>• VCU employees may use up to a maximum of 16 work hours to volunteer.</td>
</tr>
<tr>
<td>• Professional development is an appropriate use of telecommute work time during the UCI Bike Race.</td>
<td>• These hours will be treated the same as regular work time and not as leave.</td>
</tr>
<tr>
<td>• Professional development opportunities are available at go.vcu.edu/atomiclearning.</td>
<td>• To do this, prior approval is needed from supervisor by submitting an official Richmond 2015 volunteer registration confirmation indicating the days/shifts the employee is assigned to volunteer.</td>
</tr>
<tr>
<td>• Supervisors can assign specific courses to each employee.</td>
<td>• Register to volunteer at:</td>
</tr>
<tr>
<td></td>
<td><a href="https://richmond2015.volunteermanage.com/">https://richmond2015.volunteermanage.com/</a></td>
</tr>
</tbody>
</table>

UCI TeleCommute/UCI Volunteer Work Plan (SAMPLE)

<table>
<thead>
<tr>
<th>Date</th>
<th>Tasks/Professional Development</th>
<th>Est. time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon., Sept. 21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tues., Sept. 22</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed., Sept. 23</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thurs., Sept. 24</td>
<td>Volunteer at Race</td>
<td>8 hrs.</td>
</tr>
<tr>
<td>Fri., Sept. 25</td>
<td>TeleCommute</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. Creating a Blog with WordPress 4.1</td>
<td>2 hours</td>
</tr>
<tr>
<td></td>
<td>2. Creating, Formatting, Organizing &amp; Editing in Google Docs</td>
<td>1 hour 30 minutes</td>
</tr>
<tr>
<td></td>
<td>3. Blackboard 9.1 April 2014 Release - Instructor Training</td>
<td>2 hours 15 minutes</td>
</tr>
<tr>
<td></td>
<td>4. General Emails</td>
<td>1 hour</td>
</tr>
<tr>
<td></td>
<td>5. Project Work</td>
<td>1 hour</td>
</tr>
</tbody>
</table>
Professional Development Opportunities through Atomic Learning @ VCU

Atomic Learning @ VCU delivers on-demand technology training on the use of computer applications, technology integration and professional development. Students, faculty and staff may access the tutorials on campus or home 24 hours a day, 7 days a week by using their VCU eID.

Specific training videos/tutorials can be recommended by the supervisor or assigned to oneself.

- **NOTE**: If the training is recommended or assigned by a supervisor, the employee must first log into Atomic Learning (AL) at go.vcu.edu/atomiclearning. This ensures that person is registered in the AL database.

To recommend or assign training, the supervisor would log into AL at go.vcu.edu/atomiclearning (see the askIT Knowledge Base for more information about Atomic Learning http://www.ts.vcu.edu/askit/knowledge-base/atomic-learning--vcu/)

1. **Search training to be recommended or assigned:**

2. **Decide to recommend or assign training:**
3. Choose the name of the recommended/assigned training and the Expire (due) Date:

4. Select the user/s to whom the training is being recommended or assigned:
5. **Add the recommended/assigned training:**

![Image of recommended training recommendation]

- **Recommended Training:**
  - Name: Everything Google for VCU work
  - Expires Date: 09/29/2015
  - Training:
    - Creating, Formatting, Organizing & Editing in Google Docs (43) items
  - Users:
    - 1 user selected
  - Go back if you wish to view the currently selected users.

- **Add Recommended Training**

6. **The employee will see:**

![Image of employee training interface]

- **My Training**
  - **Recommended Training**
  - Recommended Name: Everything Google for VCU work
  - Date: 10-10-2015

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Review and click Add Recommended Training
## UCI Bike Race Week

### SAMPLE Operations Plan for ________________

- Determine the number of faculty/staff needed onsite (if necessary) to maintain operations in similar circumstances, such as Spring Break.
  1. What areas need onsite coverage?
  2. During what hours is coverage required?
  3. Does coverage need to be in a specific location?
  4. Can coverage be consolidated into fewer buildings/floors?

- Please ensure that:
  - No one is alone in any building – a minimum of two individuals in any staffed location.
  - Phones should be redirected as needed to ensure coverage.
  - Out-of-office messages are consistent.
  - Signage should be placed appropriate to direct visitors to the central area.

<table>
<thead>
<tr>
<th>Date</th>
<th>Name/s of Supervisor/s on site</th>
<th>Names of Employees on site</th>
<th>Location</th>
<th>Office Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, Sept. 21</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Tuesday, Sept. 22</td>
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<td>Friday, Sept. 25</td>
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