

## Michelle M Schoenecker

---

**From:** O'Brien, Maryellen <muo45@psu.edu>  
**Sent:** Friday, February 15, 2019 1:14 PM  
**To:** Michelle M Schoenecker  
**Subject:** Re: Telecommute/Remote Work Policies

Hi Michelle,

This gets really complicated sometimes. At Penn State there is not written policy for telecommuting except to say it's up to the area Dean/Director, etc. My boss is really old school and doesn't go for flex time, much less work from home, so I have to tread very lightly. I've tripled my team in the last two years and found that flexibility is a huge deal in recruiting and retaining staff, only complicated by the fact that our deadlines are mostly 5PM, so we have to have staff available. . I have a mix of exempt and non-exempt staff that prepare, review, submit proposals and provide all the post award support for a large, research active College. Penn State is very decentralized and pretty much all the sponsored programs work except for award negotiation and acceptance is performed at the College level and not in central OSP. There are several other college grant offices and OSP that allow folks to work a day or more at home and/or have really flexible hours and that word is getting around to all exempt staff. You know the drill..."if they doing it in \_\_\_\_\_, why can't we do it here?"

The policy for inclement weather is that only essential personnel report to or stay at work when work is suspended at the university. We've had several opening delays, early releases and closures already this winter. Obviously, I can't force my team to work during these periods, nor would I want to. The backside is that faculty still expect proposals to be submitted per usual. I don't want to make a big deal out of it because I can't take the risk that my team would be designated at "essential personnel" which the truly are not. I've been lucky so far that team members that had proposals due on a "snow day" stepped up and worked from home with the PIs and got the proposals submitted. On the QT, I give them back that time off on another day and they've been okay with that.

Don't know if it helps, but it's my two cents.

Maryellen O'Brien  
Director of Grants and Contracts  
College of Agricultural Sciences  
The Pennsylvania State University  
State College, PA 16801  
814-865-3135  
Mu045@psu.edu

On 2/15/19, 1:59 PM, "Research Administration List on behalf of Michelle M Schoenecker" <RESADM-L@LISTS.HEALTHRESEARCH.ORG on behalf of schoene7@UWM.EDU> wrote:

Hi everyone, the recent polar vortex and snowstorms has raised the need to develop policies in my office for working remotely. I'm looking for examples of such policies, especially as they relate to allowable circumstances (e.g., weather, accommodation for illness/injury), submission of proposal applications, and check-in/monitoring procedures. Please send them to schoene7@uwm.edu<mailto:schoene7@uwm.edu>; I'm happy to compile the responses and share with others upon request.

Many thanks!

Michelle Schoenecker

Michelle M. Schoenecker, M.A.  
Senior Proposal Development Manager  
Research Development Services  
Office of Research & Office of Sponsored Programs  
University of Wisconsin-Milwaukee  
P.O. Box 340