

FLEXIBLE WORK

Key Considerations for Supervisors:

✓ **Priorities & Essential Work**

- Evaluate department/team priorities, considering customer/collaborator impact and feasibility of completing some or all of it remotely (with or without adjustments).

✓ **Preparation**

- Consider alternating or rotating schedules for your team where possible and reevaluate this approach on a weekly basis. The idea is that, in general, team members could share on-site responsibilities, but not all members would need to be on-site every day.
- Experiment with different schedules. If you try something one week that does not work for your team, adjust the following week.
- Consider project work if other work cannot be done remotely.

✓ **Remote Agreements & Expectations**

- Due to the fast pace of evolving health regulations and the anticipated wide use of remote work, employees and managers are not required to complete the university's Flexible Work Arrangement Form.

✓ **Schedule**

- Determine how schedules and availability will be known and communicated to colleagues, customers, and others.

✓ **Meetings**

- Determine what tools you will use; will you hold meetings virtually? Identify which upcoming meetings can/should be rescheduled if necessary. Practice holding meetings remotely before increasing remote work use.

✓ **Collaboration/Communication**

- Determine what the preferred group communication and collaboration tools will be and ensure all team members have access. Determine how frequently you as a supervisor/manager will connect with your team members.

✓ **Personal Barriers**

- Consider which areas of flexibility give you the most concern or pause. Reach out to Human Resources to help overcome personal barriers to implementing remote work.

✓ **Work Product**

- Once remote or flexible work begins, in general, focus on the output and the completion of deliverables and the work plan. How work gets done will look very different in the coming days and weeks and we encourage you to support employees during this time.