

# EMPLOYEE'S ROLE



## Effectively Prioritize Work and Meet Performance Expectations

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Your manager will not be able to see what you are working on throughout the workday. It is important to distinguish between being 'busy' and being productive.

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## Establish Boundaries Between Work and Personal Time

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Having a dedicated workspace as well as communicating clearly with your manager and colleagues regarding your availability will be necessary.

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## Evaluate Remote Work Arrangement With Manager

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You will be expected to be receptive to feedback and modifications to the remote work arrangement.

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## Clear and Consistent Communication

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Clearly communicate progress of defined tasks and expectations with your manager, as well as any barriers that are preventing the completion of work assignments.

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## Adhere to the Remote Work Arrangement

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You will need to understand, sign and adhere to the expectations outlined in the remote work agreement.