MANAGER'S ROLE

Remote Work Assessment

* * *

Assess remote work requests to ensure the arrangement aligns with the division/department goals, productivity, cost effectiveness, and service to customers. If aligned, enter into the **Remote Work Agreement**. If not aligned, consider other flexible work options found in the **Guide to Remote Work**.

*If there is an ADA accommodation related to remote or flexible work, contact the Disability and Leave Administration Unit.

Consider Overall Expectations

* * *

Discuss with *your* leadership the expectations that would make the remote work arrangement ideal for you and your unit or department. Include in your discussions, remote work and onsite work expectations.

Decisive Action

* * *

Based on the information gathered from your teams and your leadership, determine when (days per week, hours per day, etc.) your employees can work remotely to ensure business needs are still being met. Be proactive to respond to potential challenges and opportunities related to staffing, performance, engagement, well-being, and effective resource utilization.

Collaborative Planning

* * *

Determine the tasks that can be done remotely. Share and discuss with your teams to get their input. While you have the ultimate authority to determine when and how the work is done, engaging employees in the strategic discussions is best practices for a successful implementation. Actively listen to your employees to provide them with clear, consistent and concise business reasons for approved remote work.

Clear and Consistent Communication

* * *

Clearly communicate the defined tasks and expectations for the remote work. Provide reasonable notice of any modifications to the existing arrangement.

Flexibility and Support

* * *

Be willing to modify or end a remote work arrangement if it is not meeting the needs of the division/department. Plan to review the remote work arrangement after 3 to 6 months and adjust accordingly. Be flexible and supportive if modifications are necessary.