

Hybrid 2.0 Workplace Checklist for Supervisors August 2022

Please complete the following checklist to ensure the new Hybrid Work guidelines are effectively implemented in your unit.

Modality Schedules

- Coordinate with the HR Representative and Department Head in your unit to obtain the approved hybrid modality for each team member. The modalities were recently evaluated for the upcoming academic year and consider your unit's operational needs, overall student impact, and the ability of positions to work remotely successfully. For academic units, the Provost's Office worked with units in the division to review guidelines for advisor and administrative staff roles to understand what hybrid modality is being applied. Finally, all modality changes were reviewed by HR, including Hybrid 4 modalities which required HR approval.
- Additional information about the new transportation benefit that will be provided to staff with Full Presence modalities will be available in August.
- Ensure that staff in your unit are aware of AU's all-hands philosophy where those on remote schedules across the university or in certain divisions may be required to be in person for important university events. The goals are to support students, build community among our staff and faculty, demonstrate the vibrancy of our campus, and bolster those teams that work a majority of the time in-person. All hands days for the fall semester may include, but are not limited to, First Year Student Move-In (August 24-25), Convocation (August 26), Family Weekend (October 7-9), and Winter Commencement (December 18). Units are encouraged to have staff volunteer for event-related activities and/or be in-person for the day. For those units housed on main campus (or in locations where events occur), staff will work in the office on all-hands days, even if the event falls on a regularly scheduled hybrid day.
- Consult with your HR Representative and Department Head to learn of any unit-level all hands days and communicate these expectations to staff. Units will be encouraged to, where possible, identify early in the year dates that require staff in the units to be in-person to assist with planning.
- Ensure staff who have a change in modality complete a new Hybrid Work Agreement Form for AY 2022-23.

Ensuring Consistency of Campus Operations Checklist

- Discuss with your teams how best to cover your unit's core services and ensure that roles designated as "in-person" are not disproportionately having to cover these. For example:
 - Can you use softphone lines to allocate phone responsibilities to remote workers?
 - How are you handling mail to ensure it is checked and processed at least two times a week?
 - How are you servicing walk-ins?
- Discuss expectations around team communications and response times from internal/external customers and students:
 - Is everyone using Outlook for calendaring?
 - Are they keeping their calendars up to date?
 - Does everyone know how to use Outlook's scheduling features to streamline meeting settings?
 - How soon after receipt do you expect staff to acknowledge receipt and/or respond to messages from you (their supervisor)? And to messages from others?
 - Are staff members expected to be available on Teams or another tool, and at what times? What response time expectations do you have for these tools?
 - What are the common work hours for the team/department, and what happens if someone needs to deviate from that?

Team and Culture Building Checklist

- Complete (or assist your department in completing) a Community Building and Belonging plan for the year and add it as a goal on your PMP.
 - What activities will you engage in that will advance the objectives in your plan?
 - At what frequency will you engage in these activities?
 - Who will plan the activities?
- Who, outside of your unit, will you agree to share your Community Building and Team Building ideas to enhance your practices?
- Ensure that you have a 1:1 meeting scheduled with each of your direct reports regularly throughout the year to check in on how the work environment is working, discuss performance, and build your relationships.