

Hybrid Workplace Checklist for Supervisors

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 January 2025 to make Hybrid 1 the standard for most hybrid-eligible positions. HR has reviewed all of the changes and worked with department heads to ensure alignment and obtain approval for modalities other than Hybrid 1.
- Ensure that staff in your unit are aware that they may be required to be in person for important department or university events, even on a scheduled remote work day. 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.
- Consult with your HR Representative and Department Head to learn of any unit-level all-hands days and communicate these expectations to staff. Where possible, units will be encouraged to identify early in the year dates that require staff in the units to be in person to assist with planning.
- Ensure **all staff** with hybrid-eligible positions complete a new Hybrid Work Agreement Form by January 1, 2025. This includes staff who have previously completed a Hybrid Work Agreement. The form will be available in mid-November 2024.

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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" do not disproportionately have 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 weekly?
 - 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) on email, voicemail, Teams or other platforms? And to messages from others?
 - What are the expected work hours for the team/department, and what happens if someone needs to deviate from that?
 - Are your team members expected to have their cameras on during the video meetings?

Team and Culture Building Checklist

- Ensure that you have frequent 1:1 meetings scheduled with each of your direct reports throughout the year to check in on how the work environment is working, discuss performance, and build your relationships.
- Consider a team core day in the office and attempt to include core day activities to build community and strengthen relationships.