

SUPERVISOR GUIDE TO WORKPLACE LOCATION STRATEGY

Workplace location is an important topic to discuss with your employees during this year's performance evaluation. This guide is intended to assist you, as a supervisor, with those conversations.

1 What is the best service strategy for your department/division?

Before discussing work location options with your employees, discuss onsite service expectations or staffing needs with your leadership. Consider the following:

- What is the level of onsite staffing needed to effectively meet walk-in needs of the students and other key contacts?
- Can needs be met via a rotational schedule to allow flexibility of a hybrid-work arrangement for team members?
- Are there improved flexibilities for students and other key contacts based on remote or onsite work location and/or work hours (i.e. offering extended hours)?

3 Facilitating employee discussions

Many employees have thrived on the flexibility and protection provided by remote work; for others, a return to campus — based on operational needs or personal preference — will be in order. It's likely the employee has already given a great deal of consideration to their work location for the next year. Consider including the following during performance evaluations:

- Talk through work location options, explaining departmental leadership vision and goals.
- Engage employee conversation by asking:
 - » When it comes to working, what do you personally want to do?
 - » If it's consistent with the effective operation of our unit, what mix of home and office would be best for you and your family?
- Develop a work strategy plan together and agree on workplace location. If an agreement cannot be reached during this initial discussion, set time aside for another one-on-one meeting. Contact your [HR Business Partner](#) for additional assistance.

2 What is the best workplace strategy for you and the employee?

Prepare for the employee discussion by drafting a work plan based upon business needs, for your employee(s). The work plan could include fully remote, hybrid or fully onsite work locations. When considering the best work location for employees, ask yourself:

- Are there specific job functions that require onsite work?
- Would a hybrid-work schedule provide greater flexibility?
- What are the current and future demands of the job as you think about the goals and expectations over the next year?

4 Implementing the Strategy

- If the employee's work location status needs to be updated in SuccessFactors, supervisors should use the [Quick Reference Guide](#) to make the change.
- Please consider how best to help an employee that is transitioning from remote to onsite, remote to hybrid, etc.
 - » For employees working remotely, have them review the [Home Office Setup Guidelines](#).
 - » Employees who are either beginning remote work or returning to onsite work should review the [Tracking University Owned Assets for Remote Work Use](#) process and complete the [Property Off Campus \(POC\)](#) form in order to relocate University-owned equipment off campus or return it to campus.