POLICY AND PROCEDURE

TITLE :	Hybrid Work Policy

POLICY STATEMENT :

Goodwin University recognizes the evolving perspectives concerning flexible work arrangements.

- Power service
- Phone service
- Reliable internet connection
- VPN access
- Maintain necessary services for the home office, including a secured WIFI connection, phone, electricity, and other utilities. The university is not responsible for providing these services, and they must be provided by the employee at their own expense.
- Work computers are to be used solely for work purposes and must always be fully functional to work off-site.
- Maintain a quiet and distraction-free work environment to the best of your ability. Employees are expected to maintain their home workspace and to ensure it is free of safety hazards.
- Ensure the security of sensitive University information within your home office. This includes conducting work only from approved University computers and preventing family members from operating University computers.

EMPLOYEE EXPECTATIONS:

- Maintain compliance with the hybrid work schedule set out by your supervisor. Refusal to comply with the schedule and any subsequent changes could result in the revocation of the hybrid work agreement and/or disciplinary action.
- Be available, communicative, and responsive via phone, text, email, Teams/Zoom, and any other communication channels designated by the supervisor. These channels are to be logged into and engaged at the beginning and until the end of the workday.
- Accurately enter the hours worked for employees who are required to put in a timesheet. Employees are expected to work their regularly scheduled work hours, including starting and ending work at expected times with the same breaks as in the office, and to take paid time off when unavailable due to personal commitments.
- Complete all your assigned and required work tasks as agreed upon with your supervisor.
- Communicate with your supervisor any issues with your work arrangement.
- Exercise strong time management, self-discipline, and self-management skills.
- Employees are expected to work in the office regardless of their hybrid work schedule in the following scenarios:
  - If the necessary services in your home (WIFI, utilities, etc.) are not functional.
  - If computer equipment, including the video camera, is not functional.
  - If you are required to work from the office to meet the organization's needs. For example, covering for an absent coworker, attending an in-person meeting/training, collaborating on projects, etc.
  - On a case-by-case basis as determined by their supervisor.
- If the employee is unable to come into the office upon request, they are required to take a PTO day.
- Employees understand that if their regularly scheduled off-site day falls on a holiday or is used for on-site work, they will not be given a makeup off-site day.

SUPERVISOR EXPECTATIONS:

- Engage in regular check-ins with your staff, including off-site workdays.
- Communicate performance, task, and scheduling expectations effectively.

- Troubleshoot issues with your team and provide performance feedback as needed.
- Make reasonable/timely efforts to ensure that their staff has the resources they need for hybrid work.
- Communicate changes to the employee's hybrid work schedule, either temporary or permanent, as soon as practicably possible.

Virtual Meeting Expectations:

- Video cameras are expected to be on during all meetings. This and any other equipment are to be tested before the start of the meeting.
- Minimize multi-tasking to the best of your ability during the meeting and give your fellow participants your full attention. This includes driving, other work, and carrying on outside conversations. Unless invited to do so, also refrain from eating during the meeting.
- Be on time and prepared for virtual meetings.
- While distractions can be unavoidable, they are to be kept to a minimum. No music or television in the background during meetings and noise from children, pets, and other members of the environment is to be minimized.
- Casual dress is acceptable in some cases. However, use your best judgment and refer to the University's dress code when meeting with colleagues, students, and other parties. In addition, employees should be reasonably groomed to ensure they are prepared to be visible to others whether a meeting is planned or not.

PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION -SELECT ALL THAT APPL

- When sitting at your desk, rest your feet flat on the floor. Use a footrest if the desk height can't be adjusted.
- Your thighs should be parallel to the ground, with a two-finger space between the back of the knees and the chair, and 3 to 6 inches of space between your thighs and the desk/keyboard.
- If needed, place a small pillow or towel roll behind you for lower back support. Your head should be level, facing forward, and in line with your torso.
- The top of your computer screen should be at or slightly below eye level. The screen itself should be 18 to 28 inches from your eyes, or at arm's length. If you feel you need to bring your eyes closer to your screen, consider seeing an eye doctor for an eyeglass prescription, or make your screen's text larger.
- If you use a dual monitor, swivel your body in your chair rather than constantly turn your

Best Practices Shared by Colleagues of Each University

UB: Should you need additional IT requirements such as keyboards, monitors, etc; please contact the help desk in advance.

Goodwin: can provide additional equipment such as monitors on a case-by-case basis. The request must come through the manager, they need to contact IT themselves and work out the availability. If someone on your team needs equipment they don't have, the manager needs to socialize it with the IT department.

Have a shared team/department calendar.

Check in daily via text on off-site workdays.

Have a group chat on Teams for ease of communication.

Pick one day a week for everyone to be in the office.

Prioritize team building and getting to know each other. Try to find extra time in a meeting to ask for life updates/what plans people have for that weekend.

Use Teams to update current location (either on-site or working from home) and office hours.

Have weekly one on ones during the remote days away from campus.

Check in with staff in the morning and afternoon when they T̸M̸/B̸o̸/M̸U̸n B̸ĥ̸o̸r̸e̸s̸r̸8̸u̸r̸ e̸o̸r̸ e̸v̸ 1̸0̸T̸d̸s̸t̸i̸n̸ (a w)