Checklist for Managers as they work FWA Schedules for Employees
Last updated February 2021

Pay

- Capturing time worked is essential for hourly employees. All hours worked must be recorded for all hourly, non-exempt employees, however, monthly leave reporting should occur for every employee regardless of whether time was taken or not as this develops a habit of reflection of time off and leave that should be reported.
- FLSA compliance for non-exempt workers (overtime; lunch breaks, etc.) Ensure you have reviewed a plan with your employee as to when they will take lunch and/or breaks throughout the work day.
- Approval for time worked beyond the normal schedule is required; any hourly, non-exempt employee MUST receive pre-approval for overtime. Overtime after the fact must be paid, but employees face disciplinary action should they not comply with policy.

Safety

- Workplace injuries should be avoided whether in-person or working in a different location. Discuss with your employees the protocols for minimizing any workplace injuries.
- Worker's Compensation should be filed if an injury occurs on the job. This is the same for a Flexplace employee as it is for an onsite employee.
- Safety checklist. Review the safety checklist on an annual basis for any Flexplace/remote employee.

Equipment

- Hardware & Software needs are important when working from another location; will the university and/or department provide a laptop/PC or is employee expected to use his/her own equipment?
- Phone and data lines. The university does not provide phones or internet. It is the requirement of the employee as part of any Flexplace arrangement.
- Other office supplies; review any special requirements and outline any reorder process for your employees. While employees may be required to furnish their own pens or note-taking paper, they should not be expected to provide university letterhead, envelopes, or excessive paper if it is needed.

Setting Expectations when engaging in FWA

Potential Pitfalls:
- The impromptu "off the cuff" conversations don't happen
- Ideas are shared, but the Flexplace/remote employee is left out
- Loss of transparency
- Trust
- Non-verbal communication cues get lost

Solutions:
- Plan extra time on days the team is together
- Don't hesitate to go outside the box/norm for ways to ensure inclusion of Flexplace/Remote workers
- Embrace technology, i.e., WebEX, Zoom, Teams, Google Meets, etc. Will you require consistency within the team?

Communication with FlexPlace/Remote Workers
- Make sure to have 1-on-1 meetings
- Make a commitment and keep it– cancel or change meeting only as a last resort
- Realize you may need longer than time you spend with employees you see more often
- Have an agenda
- Ensure you have a protocol for full-staff meetings; meaning are those days when an employee is expected to be on-site or will you use technology and allow for continued remote options on those days?

Setting Expectations & Trust
- Remote work does not mean micromanage!
- Establishing deadlines and have a means for regular check ins
- Set communication expectations
- Provide frequent updates with transparency. What's working? What's NOT working?
- Set clear expectations within your team, and among individuals

    Examples:
    - What are response times for your employees? For example, within an hour, within 24 hours
    - If an onsite employee needs to get a hold of a Flexplace employee, what are the protocols if they are unavailable or not returning calls or emails?

Guidance for FlexPlace/Remote Meetings
- Just as in the office, attend the remote meeting on time
- Prepare in advance to optimize your role whether a manager, employee, or invited guest
- Do not multitask, such as playing on your phone (focus, listen, and learn)
- Respect all attendees
- Don't talk over others; you may even want to set protocols so only one person is speaking at a time especially in a Zoom/WebEX/Teams call

- Unless you are the speaker, ensure you do not monopolize the discussion

Script for Managers when employees request for Flexplace is denied

Hello {Name}. I'm glad we could meet today, as I wanted to discuss your request for a Flexplace/Remote schedule.

As you know, your role {Title}:
- Provides for an immediate service/impression to the university which is vital to our student-centric model
- The current resources do not allow for a rotation in this role, and therefore, you are needed on-site from {Relevant Hours}
- I have evaluated a few options and determine we cannot offer a hybrid option or accommodate a rotation at this time

Thank you for bringing forth a proposal and know that I value you and the work you do for the university. Do you have further questions for me at this time?