

Hybrid Work Reboarding Template

Directions: Use the sample discussion questions below along with your own considerations to establish your approach for your department. You may wish to involve your team in the planning and be sure to share the expectations with them.

Business Hour Considerations	Department/Unit Plan
<ul style="list-style-type: none"> • Is it important for each team member to know the modalities and schedules of the others? Where will this information be posted for easy access? • Will you communicate vacation and leave plans? If so, how will this be shared, and by whom? 	
Work Planning & Processes Considerations	Department/Unit Plan
<ul style="list-style-type: none"> • What work processes need to be revised for hybrid work? • How will you know if the hybrid environment works for your unit and your customers? • How will your team track progress as individuals and as a team? • On what basis will you assess how things are working? • If necessary, how will you initiate changes, and with whom will you consult? 	
Schedules & Coverage Considerations	Department/Unit Plan
<ul style="list-style-type: none"> • Have you ensured proper coverage for the department, including daily onsite supervision? • How will open and close the office? • How will you handle coverage in case of same-day absences? • How will the team address temporary work schedule changes? • What work surges do you expect would impact the team's schedules, and how will they be handled? • How much notice will you provide staff if they need to come to the office to cover for absences on the team (vacation and other leave)? 	

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Communication Considerations	Department/Unit Plan
<ul style="list-style-type: none"> • How often will you meet 1:1 with direct reports? Are these in-person or virtual meetings? • How often will you meet with your team? • Will staff be required to keep their cameras on during virtual meetings? • What are the expectations for the following types of daily communication? <ul style="list-style-type: none"> • Notifying supervisor about stepping away from the computer (lunch or break) • Responding to typical day-to-day communications • Notification of submittal for upcoming leave requests • Transmittal of regular or ongoing reports • Responding to service inquiries • Calling off from work due to illness • Running late for work or a meeting/video chat/call • A question or request where a response is needed quickly • Staff unable to meet a deadline 	
Community Building Considerations	Department/Unit Plan
<ul style="list-style-type: none"> • How will you utilize the community building day? • Will you consult AhealthyU or BHS for tips on maintaining a healthy work team? • Will you host all staff meetings regularly? Team retreats? • Will you encourage staff to participate in on-campus learning and development, mentoring, and wellness opportunities? On what basis will participation be permitted? • Will staff be able to attend outside training and professional development and share their experiences with others? • Will you adopt a learning or community-building theme for the academic year or semester around which staff can rally? • Will you host staff acknowledgment or appreciation events in your unit or department? • How will you highlight the team's achievements to others outside the department? 	