

Shared Responsibilities of Supervisors and Employees During Remote Work Arrangements

As an employee engaging in remote work, you should commit to the following:

- ✓ Committing to a remote routine with your supervisor
- ✓ Creating a productive work environment in your workspace
- ✓ Communicating frequently with your supervisor and team
- ✓ Completing all of your assigned and required work tasks
- ✓ Avoiding unproductive conflict with team members and supervisors
- ✓ Being respectful of team members in all virtual modalities (video chat, email, text, call)
- ✓ Switching off at the end of the day and engaging in a self-care routine
- ✓ Striving for excellence

As a supervisor leading a remote team, you should commit to the following:

- ✓ Establishing and maintaining personal connections
- ✓ Being responsive and available through email, phone, and face-to-face meetings
- ✓ Engaging in regular check-ins with your staff
- ✓ Keeping remote team members involved
- ✓ Making performance, task, and scheduling expectations clear to staff
- ✓ Routinely checking in on staff to ensure work is getting completed
- ✓ Troubleshooting issues with your team
- ✓ Evaluating staff and providing performance feedback as needed
- ✓ Switching off at the end of the day and engaging in a self-care routine
- ✓ Striving for excellence