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