

Flexible Work Conversation Guide

Use the conversation guide to help determine if the request aligns with the department/unit criteria and UVic Principles and Framework. Based on this conversation, the supervisor/manager may approve, deny or seek modifications to the request. The employee and supervisor will jointly consider what specific agreements are necessary for the request to be successful in the context of the department, role and employee.

Communication and Team Interaction Agreements

Consider how you will ensure ongoing supervisor/employee communication, team connection and collaboration. Add or skip topics as needed to address your work context.

How will you ensure regular two-way communication occurs between employee and supervisor?

What team norms and agreements have you developed to ensure communication with team members?

How will you address team collaboration issues such as scheduling meetings, sharing documents and collaborating on tasks or projects?

Other:

Flexible Work Conversation Guide

Work Assignments, Expectations and Feedback Agreements

Consider how you will ensure performance expectations are clearly defined and systems are in place to identify and address issues or challenges early when implementing flexible work arrangements? Add or skip topics as needed to address your work context.

How will this request positively impact unit operations and/or client service aspects of the role?

How will on-campus tasks be distributed equitably among team members?

How will work assignments, goals and priorities be established and work reviewed?

How will you address emergent needs, staff coverage, client or operational requirements that require changes or flexibility in work arrangements?

Other:

Flexible Work Conversation Guide

Home Workspace Location, Office Setup and Technology Agreements

Consider how you will ensure an appropriate workspace, internet connectivity and technology are available to support remote work. Add or skip topics as needed to address your work context.

What arrangements have been made to create an appropriate and ergonomic workstation?

How have you ensured that internet connectivity and speed at the home work location is sufficient for the needs of the role?
What contingencies are in place for an unexpected internet outage?

What additional practices and protocols do we need to adopt to comply with University Systems and data security policies and guidelines?

How have you addressed any issues identified in the Home Office Safety Checklist?

What support, training or access to technology is needed for online collaboration, information sharing and meeting participation?

Other:

Flexible Work Conversation Guide

Employee Mental Health and Emotional Wellbeing Agreements

Consider how you will support employee health and emotional wellbeing. Add or skip topics as needed to address your work context.

How will you jointly ensure appropriate work/home boundaries are maintained?

How will you create opportunities to participate in the informal interactions of the workplace?

What kind of check-ins should we put in place to ensure your health and well-being given we won't be seeing each other in person every day?

Other:

DETERMINE REVIEW INTERVALS AND SCHEDULE CHECK IN MEETINGS.

Check-in notes: