

# SEATTLEU

## STAFF FLEXWORK PROGRAM

### Checklist for Staff Flexwork Program

	Actions	Responsible	When	How
<b>Supervisor – Preparation &amp; Implementation</b>				
<input type="checkbox"/>	Review of Staff Flexwork Program Overview and calendar of events	Supervisor	July 30th	Become familiar with all components of the <a href="#">Overview</a> with a focus on phased return approach. with a focus on phased return approach.
<input type="checkbox"/>	Review toolkit and encourage use of resources and tools	Supervisor	August 3rd	Review the <i>Supervisor Toolkit</i> <a href="#">here</a> . Direct your staff to the <i>Resources</i> posted on the <a href="#">website</a> .
<input type="checkbox"/>	Attend an information session when available.	Supervisor	Week of August 9th	Attend info session via zoom on August 10 <sup>th</sup> and 11 <sup>th</sup> . If you are unable to attend, please review recorded video.
<input type="checkbox"/>	Discuss process with your work group	Supervisor	Week of August 9th	Review the <i>Supervisor Discussion Guide</i> . <ul style="list-style-type: none"> <li>Meet with your work group to discuss service and operational requirements.</li> <li>Meet with staff colleagues to learn about individual interests.</li> </ul>
<input type="checkbox"/>	Develop Work Group Staffing Plan based work group discussions and individual staff interests	Supervisor	Week of August 16th	Complete <i>Supervisor Work Group Staffing Plan</i> (required). Complete <i>Work Unit Planning Spreadsheet</i> (optional upon Work Unit Leader request).
<input type="checkbox"/>	Submit Fall Work Group Staffing Plan to Work Unit Leader (college, division, or school leader)	Supervisor	Week of August 23rd	Meet with Work Unit leader to review <i>Supervisor Work Group Staffing Plan</i> . Be prepared to review <i>Work Unit Planning Spreadsheet</i> (if requested).
<input type="checkbox"/>	Prepare Work Group Staffing Plan	Work Unit Leader	Prior to August 30th	Prepare <i>Work Unit Planning Spreadsheet</i> and <i>Work Unit Staffing Plan</i> which will allow you to have an overview of how your work groups will ensure service and operational excellence for the work unit.

<input type="checkbox"/>	Submit Fall Work Unit Staffing Plan to Cabinet or Senior Cabinet Leader	Work Unit Leader	Prior to August 30th	Meet with your respective Senior Cabinet leader to review the <i>Work Unit Staffing Plan</i> .
<input type="checkbox"/>	Senior Cabinet Approvals (President, Provost, EVP, CFO)	Work Unit Leader	Starting September 1st	After receiving final approval from senior cabinet member, notify Supervisors on <i>Fall Work Group Staffing Plan</i> approval or required modifications.
<input type="checkbox"/>	Notify staff colleagues	Supervisor	Starting September 1st	Email staff colleagues approved work schedules.
<input type="checkbox"/>	Complete pulse survey's related to Staff Flexwork Program	Supervisor	During the fall quarter and winter quarters	Share your valuable feedback to inform future policy.
<b>Supervisor Activities During the Pilot</b>				
<input type="checkbox"/>	Set regular meetings to review staffing plan with your direct reports	Supervisor	Fall and winter quarters	Review progress and adjust as needed. Involve the work unit leader if substantial modifications are required.
<input type="checkbox"/>	Promote the use of available resources	Supervisor	Fall and winter quarters	Continue to utilize resources in <i>Supervisor Toolkit</i> <a href="#">here</a> and <i>Staff Toolkit</i> <a href="#">here</a> throughout the duration of the pilot.
<input type="checkbox"/>	Attend supervisor talk circles when available	Supervisor	Fall and winter quarters	
<b>Staff Colleague Activities</b>				
<input type="checkbox"/>	Review of Staff Flexwork Program Overview and calendar of events	Staff Colleague	July 30th	Become familiar with all components of the <a href="#">Overview</a> with a focus on phased return approach.
<input type="checkbox"/>	Plan for discussion with supervisor related to Staff Flexwork Program Overview	Staff Colleague	Begins August 3rd	Prepare for your meeting with your supervisor using the <i>Staff Flexwork Program- Staff Colleague Discussion Guide</i> .
<input type="checkbox"/>	Receive notification of your approved schedule	Staff Colleague	Starting September 1st	
<input type="checkbox"/>	Transition back to campus and implement plan	Staff Colleague	August through 2nd week September	Timing will depend on the college, division, or school in support of academic activities.

<input type="checkbox"/>	Check in with supervisor regularly	Staff Colleague	Throughout pilot	
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*\*Note- all COVID safety protocols and re-opening guidelines must be followed. [COVID-19 Response site.](#)*