



AY23 Flexible Work Arrangement (FWA) Program

Employee Session

Division of Human Resources

August 2022

Agenda

- Welcome
- AY23 Flexible Work Arrangement (FWA) Program
- Manager's Role and Expectations
- Employee's Role and Expectations
- Tools Available
- Measuring Results
- Questions
- Poll



How did we do?

- Surveys of staff, managers, and students show the program worked well in AY22; productivity remained high, and, generally, students continued to receive quality service.
- Program considerations for AY23:
 - Increase interaction with and support of students and faculty.
 - Flexibility is a priority for recruiting and retaining staff, with the market demanding varying levels of flexibility depending on the functional area.
 - Perception of equity across staff.
 - Maintain staff engagement, social connections, and professional development through in-person and virtual interactions.
- The [FWA Program](#) will continue for the 2022-2023 academic year with modifications and leadership focus on unit cohesion.



Work Status Designations for AY23

- The program will continue with three FWA designations:
 - ***Predominantly remote***: employees are expected to work on campus when necessary (i.e., division meetings, campus events, projects, etc.) This designation is mainly reserved for units.
 - ***Hybrid***: employees may work on campus up to 4 days a week. The schedule is driven by the position's duties and responsibilities and the division's needs.
 - ***On-campus***: employees work on campus 5 days a week and have 20 remote workdays a year.
- The availability of flexible work arrangements will vary by school, unit, and position based on the business and operational needs of the unit and position responsibilities.
- FWA designations will be assigned by the manager and Vice Presidents/Deans.
- If an employee has a medical need for an accommodation, they should contact the Division of Human Resources at benefits@stevens.edu.

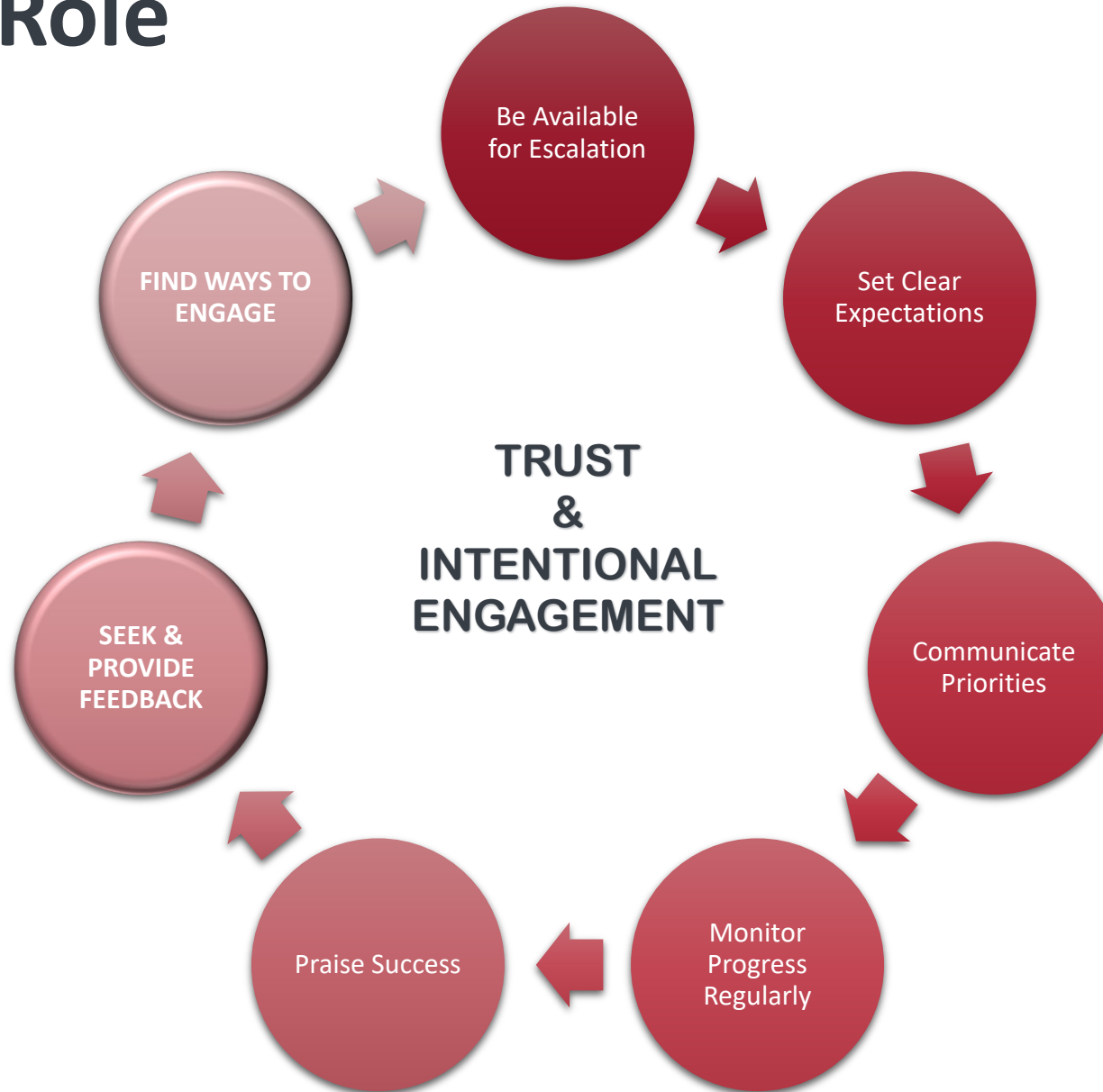
HYBRID

The staff position works on campus on a scheduled number of days per week, or the equivalent. The hybrid position is expected to work on campus regularly. Regularly does not mean the employee must work on campus the same days per week but that they have a regular presence on campus.

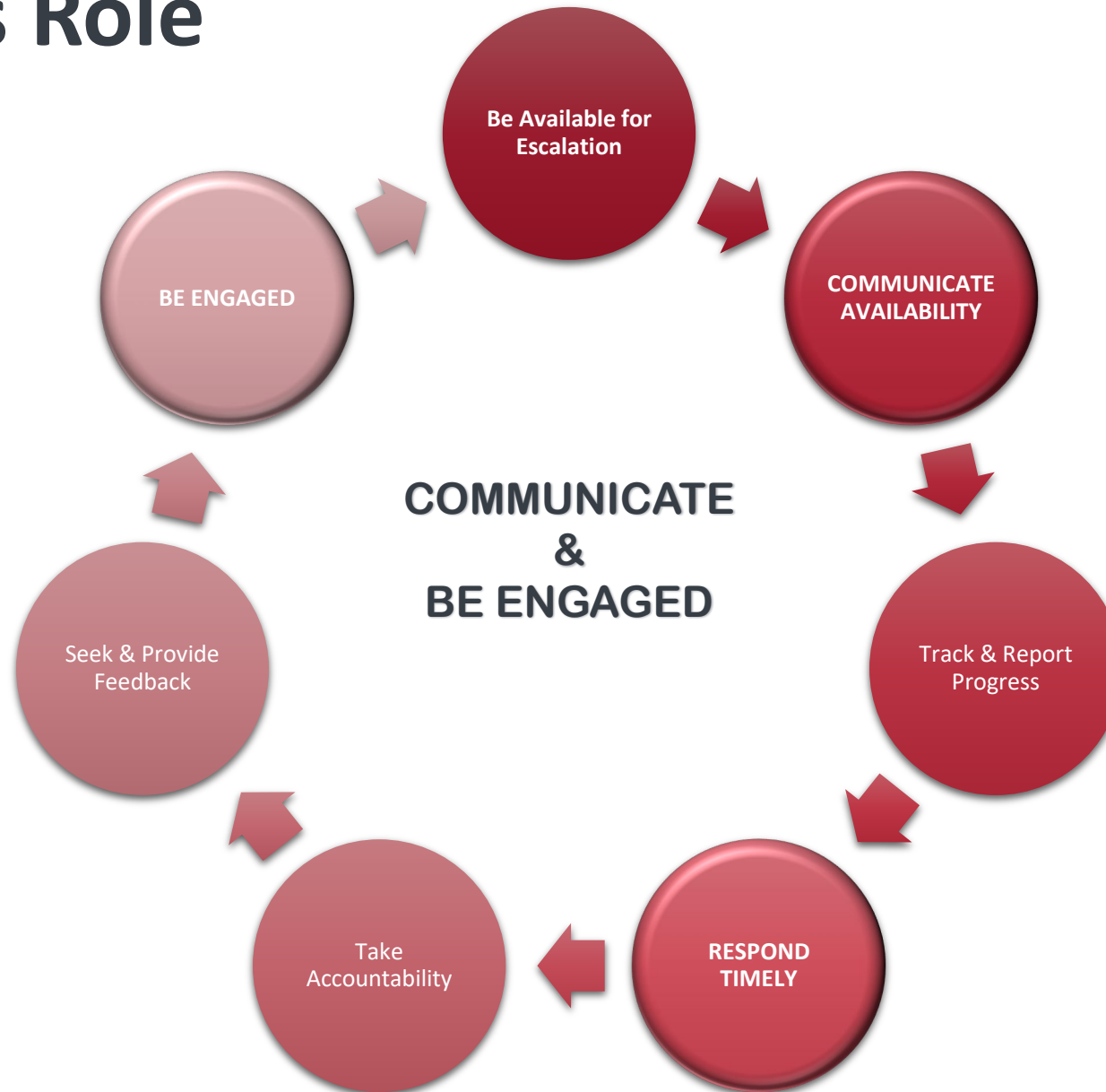
- The number of days a position works on campus will be determined by the supervisor and approved by the Division Vice President or Dean.
- Administrative positions within non-academic units may be scheduled to work on campus up to four days a week at all times except during periods when classes are not in session and supervisors approve additional flexibility.
- Administrative positions within academic units will be scheduled to work on campus four days a week at all times except during periods when classes are not in session and supervisors approve additional flexibility.
- All administrative positions may be required to work additional days on campus (including days outside of their regular hybrid schedule, evenings and weekends, which will involve overtime pay for non-exempt employees).



Manager's Role



Employee's Role



Understanding Expectations



- Ensure student, faculty and staff experience is maintained.
- Communicate your priorities, achievements and challenges on a regular basis to your manager (weekly, monthly, quarterly.)
- Track and measure progress against your goals. Track and measure progress.
- Seek and provide constant feedback.
- Know the department escalation procedures.
- **Be proactive about providing your availability to your manager.**
- **BE RESPONSIVE TO YOUR KEY CONSTITUENTS.**

While Employees Are Working Remotely

- Employees working remotely are required to be available during their working hours.
- Employees should be focused on work
 - Ensure there is childcare, elder care, or pet care to reduce the stress of competing priorities of work and caring for loved ones.
- Employees should be actively attending to work responsibilities throughout the agreed-upon workday and should be reachable by e-mail, Microsoft Teams, and office phone during their scheduled working hours.
- Employees must continue to be responsive to internal stakeholders, coworkers, and managers and maintain the student experience.
- Employees working remotely understand that all equipment, if any, records and materials provided by Stevens shall remain the property of Stevens.
 - Employees agree to use reasonable care to protect Stevens-owned equipment, records, and materials from unauthorized or accidental access, use, modification, or damage. Employees agree to promptly report any incidents of loss, damage, or unauthorized access to their manager.

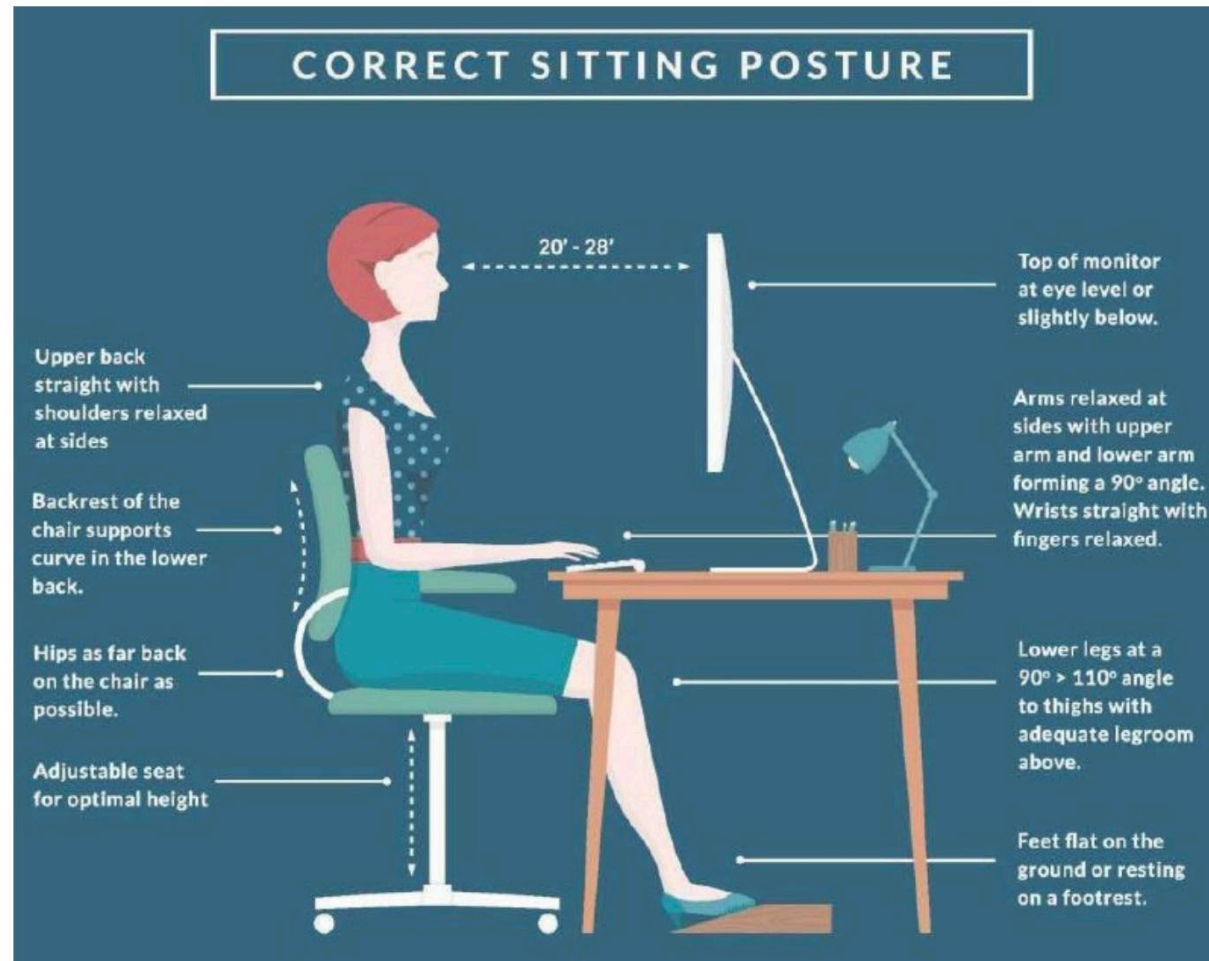


Workspace

- Depending on the division's available space and the employee's hybrid schedule, some employees who are designated hybrid may continue to have a workspace, whereas others may use "hoteling" workstations.
 - Under hoteling, employees will find an available workstation within their division space to work from when employees are on campus.
- While working remotely, employees should have an organized, dedicated space to maximize productivity. Some things to consider:
 - ✓ Natural light – It can affect mood and alertness and can be a great motivator
 - ✓ Noise control – Decide what type of noise environment you require to work effectively. This could mean allowing for background noise, whether music or natural noises from outside, or complete silence.
 - ✓ Comfortable temperature
 - ✓ Essential office elements – Fill your space with a chair, desk, storage, computer, and smartphone
 - ✓ Be able to focus on work – Ensure this childcare, elder care, or pet care to reduce the stress of competing priorities of work and caring for loved ones
 - ✓ Dress comfortable but professionally – Getting dressed helps you feel more productive because it signals to you that you are in work mode



Workspace



Be an Engaged Team Member

Engaged employees are emotionally committed to their organization. They like the institution and genuinely want the best for it.

- Prepare for and actively participate in your bi-weekly 1:1 with your manager
 - Report progress on tasks/projects. Utilize the [check-in](#) feature within Workday.
 - Be forthcoming on challenges and have suggestions for how your manager can help you.
 - Ask questions if anything is not clear.
- Be engaged during your monthly team meetings
 - Ask helpful questions and share information where appropriate
 - Offer to assist the team to meet a deadline if you have the band with
- Practice mutual goodwill
 - Approach communications and interactions with the assumption all those involved are genuine, positive and helpful
- Attend campus events and, where possible, volunteer for events – it helps you feel connected to the larger mission of the university.

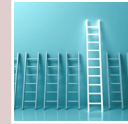
Own Your Professional Development

By taking control of your development, you are building a positive proactive personal brand and ensures your knowledge and skills stay relevant and up-to-date.



Define your professional goals.

Only you can determine the career you want. Think about what the skills and knowledge you need and talk to your manager about how you can do that within your current role.



Take the initiative and volunteer for opportunities.

When there is an opportunity where the business unit's needs and your goals align, take the initiative and talk to your manager about how you can be involved. Be proactive and discuss this with your manager.



Invest the time. Sign up for training offered by the Division of Human Resources with Academic Impressions or LinkedIn Learning or take advantage of Stevens [tuition programs](#). Search for courses you are interested in. Talk to your manager about how to incorporate the training into your workday.



Find a mentor. Seek a mentor within Stevens or externally who can help coach and guide you. Join professional organizations that align with your career to continue your development.

Academic Impressions, LinkedIn Learning & Tuition Assistance Programs

The screenshot displays the 'My Apps' dashboard for the Stevens Institute of Technology. The interface includes a left-hand navigation menu with options: 'My Apps' (selected), 'Home', 'Add section +', 'Notifications 2', and 'Add apps'. The main content area is titled 'My Apps' and features a search bar at the top with the placeholder text 'Search your apps'. A 'Sort' button is located in the top right corner of the app grid. The dashboard contains a grid of 24 application tiles, each with an icon, a title, and a three-dot menu icon in the top right corner. The applications are arranged in four rows and six columns. The first row includes Outlook Web App, Outlook Calendar, Canvas, Zoom, Staying Safe Online, and DuckCard Office (DuckBills). The second row includes TMA SYSTEMS Facilities Work Order, Announcements, Transportation & Parking, Report a Concern, People Finder, and Office 365 Apps. The third row includes OneDrive, Box, Google Drive, Google Calendar, SAP Concur, and Academic Impressions. The fourth row includes LinkedIn Learning, 12twenty, Academic Calendar, Bookstore, Brand and Graphic Standards, and Graduate DuckLink.

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Search your apps

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My Apps

Home

Add section +

Notifications 2

Add apps

My Apps

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Home

Outlook Web App

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Canvas

Zoom

Staying Safe Online

DuckCard Office (DuckBills)

TMA SYSTEMS

Facilities Work Order

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Report a Concern

People Finder

Office 365 Apps

OneDrive

Box

Google Drive

Google Calendar

SAP Concur

Concur

Academic Impressions

LinkedIn Learning

12twenty

Academic Calendar

Bookstore

Brand and Graphic Standards

Graduate DuckLink



Encourage Well-Being

- Are you using your vacation days and time off to recharge?
- Are you communicating challenges to your manager?
- Do you have the tools you need to work efficiently?
- To avoid burnout, discuss ways to build in break and “work” time in your calendar.
- Take a lunch break when you can.
- Utilize Stevens provided resources, Sukhi, Cigna Health Rewards Program, Employee Assistance Program (EAP)

TOOLS



Office Schedule

Shared Division/Team Calendar

E-mail signature contain days in the office



Meeting Scheduling

Block out your calendar for no meetings or for "work"

Smart calendar 45-minute meetings

Keep calendars up to date to allow easy meeting scheduling

All Zoom/Teams or in-person meetings to promote inclusivity.

Use availability function when scheduling a meeting



Accessibility

MSFT Teams for quick questions or chats

Jabber for your cell phone/call forward

Add location of where you are working

Utilize MSFT Bookings

Not all meetings need to be on video

Live off hours via Zoom

Teams chat before calling or visiting

Measuring Results



Set goals and objectives



Understand expectations and communicate progress and challenges



Report progress regularly



Seek and be open to feedback



Participate in regular performance check-ins with your manager



Attend and volunteer at campus events

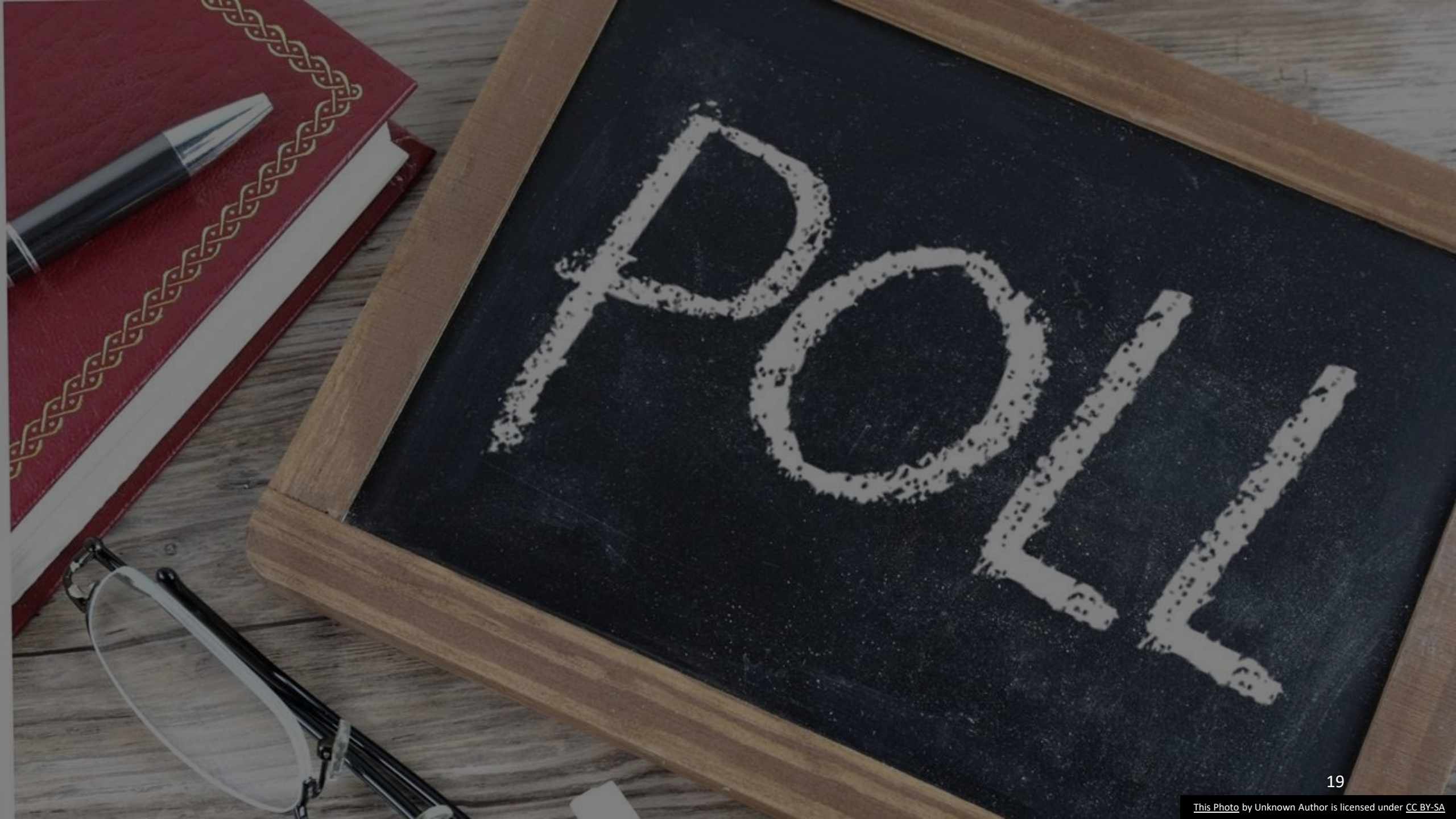


Contact benefits@stevens.edu if you have any questions





Questions





THANK YOU

Stevens Institute of Technology
1 Castle Point Terrace, Hoboken, NJ 07030