SoHE Workplace Flexibility Principles and Guidelines

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1 attachments (154 KB)
SoHE Workplace Flexibility Principles & Guidelines.pdf;

Dear SoHE Faculty and Staff,

I don’t know what more I can say about this past year that has not already been said, except perhaps how incredibly proud I am to be part of the SoHE team. More than anything this past year has highlighted what a committed group of individuals we are, and how well we pull together as a team regardless of the challenges facing us.

Hopefully, you are all as excited as I am at the prospect of regaining a bit of normalcy as we go through the summer and prepare for a return to campus in August. I found myself energized on Tuesday when I decided to work on-site and was pleasantly surprised when there were two other people working in the Business Office that day. It was so nice to be able to ask each other questions as topics arose and just feel the energy of those working around me.

SoHE will return to operating as an in-person unit starting August 2, 2021; however, to take advantage of what we have learned over the past year regarding the ability to perform at a high-level in a non-traditional format, SoHE has developed the attached Workplace Flexibilities Principles and Guidelines to assist supervisors and employees in piloting workplace flexibilities for the fall semester. These flexibilities may, or may not, include remote work arrangements. The SoHE guidance was drafted to correspond to the campus’s new remote work policy that was released yesterday.

For clarification, the remote work policy and related agreement are for situations in which an employee will be working remotely as part of a regular, repeated schedule. If the workplace flexibilities being considered are more along the lines of remote work on a sporadic, limited basis, then supervisor approval is still needed but it does not require a formal remote work agreement. The guiding principles all units need to use when considering workplace flexibilities are: maintaining a vibrant SoHE community, a high performing organization, an inclusive, welcoming environment to all, and working towards the goal of service-oriented and committed employees in a satisfying workplace.

All non-academic units need to submit their fall operational plans, including workplace flexibilities to be piloted, to me by June 16, 2021. Unit plans should address the following:

- On-site unit office hours and staffing
- Workplace flexibilities proposed by individual employee, or if piloting similar workplace flexibilities as a unit, a description of that plan
- Description of how workplace flexibilities may impact continuity of operations and service delivery
- Description of how workplace flexibilities may improve operations and service delivery

All plans should be considered a pilot for the fall semester. Adjustments can be made during the semester if needed. If adjustments impact the unit’s onsite office hours or staffing, please let me know. As a school, we will evaluate the workplace flexibilities after the fall semester to determine if we need to update our principles and guidelines.
I hear some of my peers from other schools and colleges on campus stressing about workplace flexibilities and I think to myself, “thank goodness I’m at SoHE.” The SoHE principles and guidelines were about providing a useful framework rather than being restrictive. Given what I have seen over the past 14 months, I have no doubt that SoHE will be able to use workplace flexibilities to our advantage to create an environment for our students and employees that is better than ever.

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