Staff Hybrid Work Updates

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On behalf of the CWRU Hybrid Committee
August 31, 2023
Support & Flexibility

- Take 2 CWRU
- Winter Recess
- Staff Compensation Study
- Largest two-year staff salary increases in more than a decade
Why Hybrid Work Updates?

- Better Meet Student Needs
- Increase Community across Campus
- Enhance Connections within Units
  - Spontaneous Conversations
  - Benefits of In-Person Meetings
What Changes as of Oct. 1?

- **On Campus 5 days a week:**
  - Select leadership,* student-facing units

- **On Campus 3 days a week:**
  - Nearly all other units

*Deans, VPs decide schedules for those immediately outside offices*
What Changes as of Oct. 1?

- No Exceptions
- No Remote Day Substitutions
  (e.g. if attend in-person activity on remote day)
- Supervisors with eligible employees submit one form (details Sept. 11)
What Continues as of Oct. 1

- Ensure Contact Information Current
  (directory and email signature)

- Phones Forwarded on Remote Days
  (to cell or home phone number)

- Return Calls Promptly
  (whether in office or remote)
Ensuring those answering main office phones have staff schedules, phone #s to forward calls correctly

- Office of Equity Accommodations & Accommodation Process

- Restrictions during orientation & for those with PCAs and below “successful” annual evaluations
What Continues as of Oct. 1?

- Staff Continue to Report WFH* Codes
  - “REGEH” (Exempt); “REGWH” (Non-exempt)

* WFH codes should not be used for business trips to sites, conferences, etc. that are not regular work sites.
What If?

1. All-staff meetings every other Monday
   —and some staff WFH on Mondays

If the supervisor permits virtual attendance, remote employees can join via Zoom

If the supervisor requires in-person attendance, employees must come to campus and cannot change remote day that week
What If?

2. Receptionist receives call for staff member working from home. What should receptionist do?
   
   a. Forward call to staff member
   
   b. Tell caller the staff member is unavailable because working from home
   
   c. Get caller’s contact information and notify staff member (who promptly returns the call)
What If?

3. In-Person Team-Building Activity Tuesday
—*and some staff WFH on Tuesday*

Employees must
- come to campus to participate
- cannot reschedule remote day that week
Supervisors, HRAs:

1. Complete and save Hybrid Plan Spreadsheet template with employee-specific information and schedule

2. Area HRAs assist with securing VP/Dean approval of Hybrid Plan Spreadsheet on VP/Dean approval form*

3. HRAs complete the CWRU Hybrid Submission Form (available Sept. 11) & upload completed Hybrid Plan Spreadsheet template and VP/Dean approval form

4. Vice President or Dean signs off on each submission - no designees

*Forms available Sept. 11
More Information?

www.case.edu/hr

Click here!
Other Questions?

Please send them to:

hybrid@case.edu
Thank You!