

Staff Hybrid Work Updates

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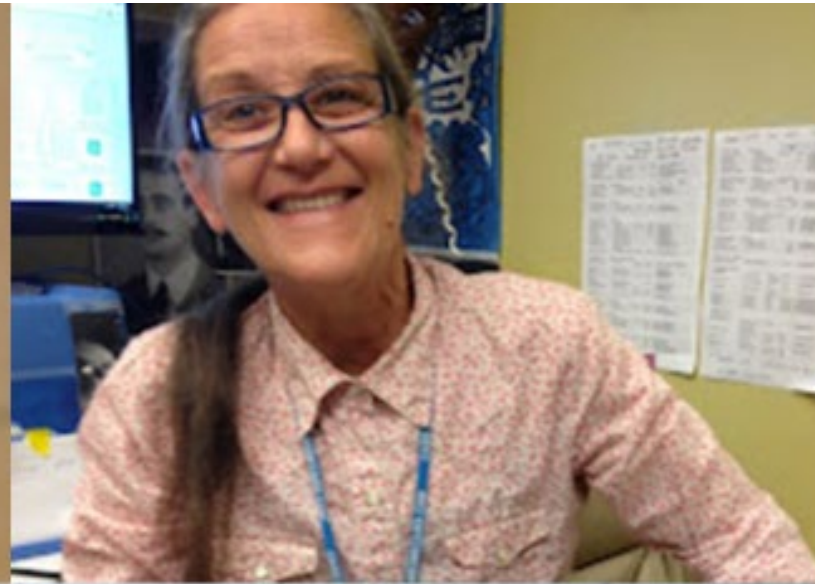
On behalf of the CWRU Hybrid Committee

August 31, 2023



CASE WESTERN RESERVE
UNIVERSITY





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)

What Continues as of Oct. 1

- **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)

The screenshot shows a web form titled "Exception Time Entries". It has a table with columns for "Date" and "Day". There are two rows of data: one for 08/11/2022 (Thu) and one for 08/12/2022 (Fri). A dropdown menu is open over the "Date" column, showing a list of codes: FMLSV, HLTH, HOL, JURY, MIL, PPL, REG, REGEH (highlighted in blue), SCKFM, SICK, and REG. The "REG" option at the bottom of the dropdown has a small downward arrow next to it.

** 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 the 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**

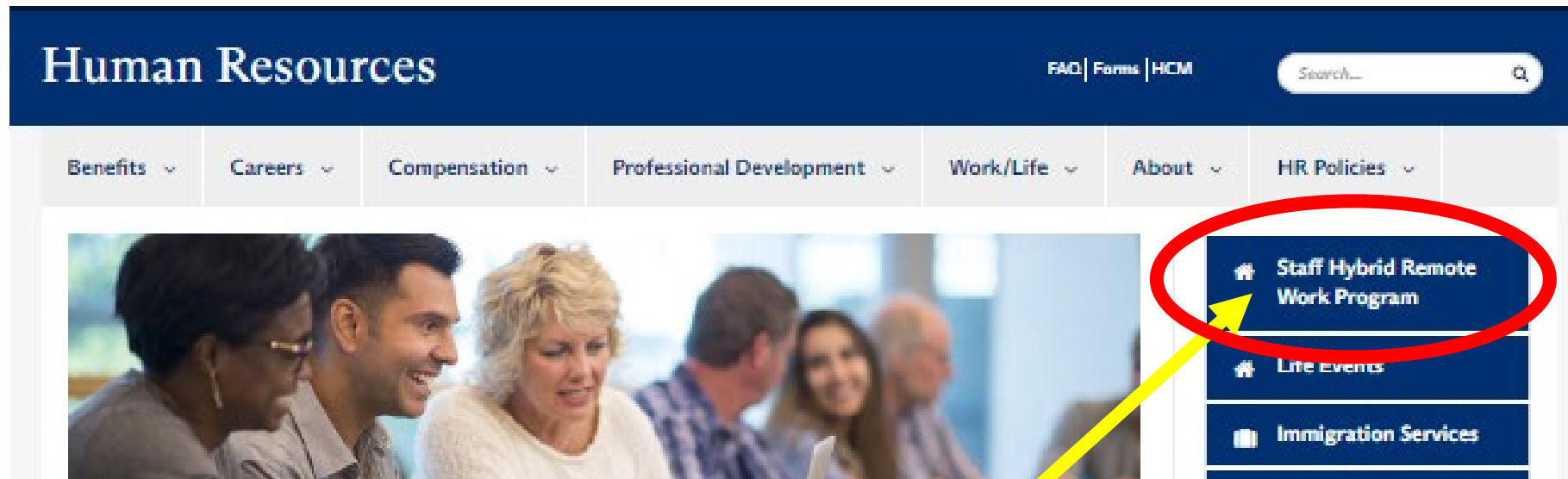
Supervisors, HRAs:

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!**

