There is a lot of information available to assist you in planning your return to onsite work for autumn quarter 2021. You may find the template below useful in your planning.

**Reminder:** Every employee and organization is different, so please remain flexible. Please do what is best in supporting your employees, the organization and University mission. Treat all employees fairly and equitably.

**UNIT Mission** *(insert here)*

**UNIT Vision and Values** *(insert here)*

**Autumn quarter planning 2021:**

The University of Washington has, and will always be, a place that advances knowledge, discovery, and innovation through face-to-face interaction. The institution advances its public mission and makes its strongest impact on students and trainees, employees, patients, and the public by being in community together. We also know that the COVID-19 pandemic has brought new technology and tools that, when used intentionally and responsibly, can expand our reach, increase our impact, and incentivized recruitment and retention, and enhance employee flexibility in ways we had not previously considered.

Following the [Telework Guidance for Return to the Workplace](https://s3-us-west-2.amazonaws.com/uw-s3-cdn/wp-content/uploads/sites/177/2020/05/25203311/Post-COVID_telework_policy-Final.pdf) (UWHR), UNIT will develop a plan for a return to onsite operations by the start of autumn quarter, 2021. The plan for a return to onsite work will take into consideration the UNIT’s role advancing, teaching, research and innovation, and at the same time, be guided by UNIT’s specific mission, vision and values.

While we develop our plan, we will use what we’ve learned through this experience and give thoughtful review and consideration to what types of work may need to be done on campus to accomplish our business needs as an essential institutional partner in tandem with individual support needs.

DeliverableS

* Return to onsite work general plan identified by August 10th:
  + Plan to include regular check-ins and reassessments; need to remain flexible should our Safe Start Phase status change and depending upon key stakeholders; assess every 30 / 60 days
* Health/safety supplies are on hand for office return to onsite work
* Staff have confirmed full vaccination status as per UW policy
* Staff have completed required trainings for onsite work
* Staff will complete daily attestations for onsite work – *only applicable to clinical or child care locations*
* Staff notified by August 10 about overall plan for return to onsite work
* Staff with new telework/hybrid agreements will have them documented by August 10 (30-day notice before return to onsite work)

steps/meetings

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Step** | **Meeting(s)/Tasks** | **Attendees** | **Purpose** | **Actions/Notes** |
| One | Initial strategy meeting with UNIT leadership | UNIT leadership  *(KJ\*, unit HR or HRC optional)* | Unit should start planning for a return to largely in-person instruction and operations by the start of Autumn Quarter.  Establish baseline ground rules for UNIT operations  Set expectations for meeting with program leaders and all hands  *The UNIT leader (vp, avp, director, etc.) is responsible for the services of their organization. The delivery of these services must be staffed accordingly, to ensure teaching, research, etc. is done effectively.* | Involve unit HR or HRC for policy and communication guidance.  Ensure message is consistent with policy language.  After Step One has occurred - Set up prep meeting for program leaders- Step Two |
| Two | Prep meeting with program leaders | UNIT leadership  program leaders  *(\*KJ, unit HR or HRC optional)* | Outline initial thinking around baseline expectations for return to onsite work plan.  Charge program leaders to conduct position suitability for telework analysis (in partnership with unit HR or HRC), meet with direct reports and develop business plan to ensure these needs are delivered. | Involve unit HR or HRC for policy and communication guidance.  Ensure message is consistent with policy language.  After Step Two meeting has occurred, set up All Hands/Team meeting – Step Three |
| Three | UNIT  All Hands meeting  or  All Team Meeting | UNIT  All staff  *(\*KJ, unit HR or HRC optional)* | Outline preparation process and set expectations for unit, including plan for program leaders to meet individually with direct reports about return to onsite work plan. | Involve unit HR or HRC for policy and communication guidance.  Ensure message is consistent with policy language. |
| **Step** | **Meeting(s)/Tasks** | **Attendees** | **Purpose** | **Actions/Notes** |
| Four | A) Program leaders conduct suitability for telework analysis on positions within their program  B) Program leaders and individual direct report meetings | Program leaders direct reports | 1. Program leaders complete a “position suitability for telework” analysis for all direct reports using UWHR guidance.   This work should be done in tandem with unit HR or, if none, Central HR.   1. Program leaders (managers and supervisors) meet individually with direct reports using talking points (pre-developed w/assistance with HR) to ensure consistency, equity and compliance.   **Make no promises.** | 1. Position suitability for telework analysis - Use job descriptions for each position using equity and consistency lens.   Work with dept. HR or HRC for compliance and adherence to employment contract if applicable.  Considerations:   * Look at what work was done before and during the pandemic. What is needed now? * How will this plan impact positions, what is the need?  1. Meetings with direct reports (using pre- developed w/HR talking points to ensure consistency, compliance and equity with all):   Information gathering on personal preferences about return to onsite work place. Ask about potential barriers (e.g., childcare, eldercare), medical barriers (if yes, refer to unit HR or HRC).  **Make no promises.**  Program leaders review analysis and direct report meeting outcomes and develop a business plan for individual program for submission to UNIT leadership for review |
| **Step** | **Meeting(s)/Tasks** | **Attendees** | **Purpose** | **Actions/Notes** |
| Five | UNIT leadership reviews program leaders business plans | UNIT leadership  *(\*KJ, unit HR or HRC optional)* | UNIT leadership reviews business plans by program leaders.  UNIT leadership considers – compliance with UW policy, alignment with mission and vision of unit and UW, consistency and equity of practice, operational and customer service needs met. | UNIT leadership arrives at approval or need for further information from program leaders |
| Six | Program leaders business plan feedback meeting | UNIT leadership, program leaders  *(\*KJ, unit HR or HRC optional)* | Review program business plans and how they support the UNIT return to onsite work.  Identify any baseline needs: e.g., space and equipment that will be met prior to September 10, 2021 and plan. | Any further adjustments or revisions needed prior to announcement to staff |
| Seven | UNIT  All Hands meeting  Or  All Team meeting | UNIT  All staff  *(\*KJ, unit HR or HRC optional)* | Communicate general plan for autumn 2021 | Use “announcement return to onsite work template” on HR’s webpage for guidance |
| Eight  (This step should be completed by August 10, 2021) | Program leaders follow up meetings with direct reports | Program leaders  direct reports | Program leaders follow up with direct reports after the All staff or All Team meeting to:   1. Complete applicable telework agreement 2. Provide notice of return to onsite work 3. Ensure equipment needs are in place 4. Ensure applicable training is in place   Work with unit HR or HRC to ensure compliance, consistency and equity. | Telework agreements have been filed with unit HR.  Ensure workplace norms have been communicated.  Monitor social distancing, face coverings, capacity limits, etc. and adjust accordingly  Continue communications as plan is further developed and refined. |

\*Kelly Johnson, Associate Director, Employee Relations in the Executive Office is available to talk through your individual unit/dept. plans and provide support where needed.