Managing Remote Employees: Quick Tips for Supervisors

Ohio University encourages departments to offer staff members flexibility in their work location if necessary. For further guidance, the departments are encouraged to refer to Policy #40.053, Flextime and Flexplace Scheduling to consider further options for Classified Staff and Policy #40.063, Flexible Work Schedule, Flexible Hours, and Flexplace for Administrators as well as the UHR Guidelines for flex arrangements.

In order to help you manage your staff remotely, here are some things to consider:

- During a staff meeting or other forum, talk through the guidelines below as well as going through the agreement documents.
- Set deadlines for your team to get these agreements back to you for review and approval.
- Flexplace Agreements should be completed by employee and must be approved by their direct supervisor. These should be reviewed weekly and may end at any time in accordance with policy.
- Ensure your team appropriately uses Outlook to reflect where they'll be working and what their working hours will be. Simple steps to do this are located on the Employee Tips for Success document that should be provided to employees.
- For state and federal compliance, non-exempt hourly employees shall maintain a work from home log that is submitted to the supervisor. For more information, see the sample work from home log and guidelines for flex arrangements on the Managing Flex website.
- Microsoft Teams is the system utilized by all staff at Ohio University to engage in collaborative work via technology, such as instant chat and video conferencing for small to large groups. This technology should be downloaded and used for these purposes should you work from home.
- To access Oracle e-Business Suite, shared drives, and other online university resources, users are required to be connected Ohio University's secured network or connect through Campus VPN. Campus VPN requires Multi-Factor Authentication (MFA).
- Prior to beginning your work from an off-campus location, you will need to download Campus VPN and ensure that you are able to log in. You must be on campus to complete the initial download.
- We recommend that you and your staff utilize training courses on the OHIO PDP's Skillport training courses relating to virtual workplaces/remote work teams. Click the course titles below to be taken to these courses or search by title in the course library at https://ohiopdp.skillport.com. Click the course titles below to follow the link:
    a. Leading Virtually (for managers)
    b. Contributing to a Virtual Team (for staff)
    c. Establishing Effective Virtual Teams (for managers):
    d. Facing virtual Team Challenges
    e. MS Teams training

- It may be helpful to reserve and communicate regular blocks of time via Outlook to meet with your staff virtually through Microsoft Teams if your work is highly collaborative.
- Remember to utilize the key principles of our performance management system:
  a. Frequent check-ins,
  b. Regular and balanced performance feedback,
  c. Keeping a written record of performance highlights for your staff,
  d. Setting good SMART goals and evaluating based on results.
- Work with your HR Liaison on any concerns you have managing employees working from home, or any employee performance issues you think may be a result of the use of flexible workplace.

Please contact University Human Resources (uhr@ohio.edu | 740-593-1636) with any questions regarding workplace flexibility for Administrative and Classified Staff.