

Employee-Manager Communication Plan for Flexible Work Arrangement

Topic	Agreement	Completed
Day-to-Day Communications		
How you will be reached when not in the office (e.g. cell phone, Jabber, email, GoogleChat, etc.)		
What days and hours will you be available for meetings and calls? When are you required to be available?		
How will you Inform your manager, colleagues, and customers how and when they are able to reach you.		
Meetings		
When will staff meetings, one-on-ones, department meetings, etc be held? What are the expectations for attendance (e.g. in person, hybrid, virtual)?		
If a meeting needs to take place on short notice, how will this be done?		
How will you participate in training and other development opportunities?		
Managing Customer Expectations		
What are the expectations of your customers? What can they expect in your flexible work arrangement?		
What is the impact to customers with your flexible work arrangement?		
How will you communicate with customers about how, when, and where they can reach you, and/or who will assist them when you are not in the office or absent?		

Employee: _____ Manager: _____ Date: _____

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Information Share		
How will information be shared among team members? (e.g. Shared Drive, Google Drives, etc)		
Does your team know where information is stored? (e.g. if you are not available, where can your colleagues find the info to assist)		
If you are not on campus, how will you access information? (e.g. VPN, shared drives, etc)		
Soliciting Feedback		
When are your regular check-in meetings with your manager? Your team? How will these be conducted? Include in agenda: what's working and what is not, and how can it be improved?		
Ask your customers, colleagues and others for feedback on how your flex work arrangement is working (positive and negative). How will the feedback be collected? (meeting, phone call, survey, email?)		

Additional Comments:

Employee: _____ Manager: _____ Date: _____