

Quick Tips for Managers with Flexible Work Teams

Managers are encouraged to work with employees who have had their commute impacted and to make reasonable accommodations, keeping in mind that the employee may have a partner and family members who are also dealing with traffic challenges as well which impact normal routines and managing their work and personal responsibilities.

- Set clear work expectations with your staff including how performance will be evaluated, deadlines, communication, meeting participation, technology requirements, etc.
- Make sure staff has access to appropriate technical support.
- Continue to meet with your team as you do when working traditionally (use professional judgement to determine if meetings should be held in person or if they can be done virtually).
- If you will be working flexibly yourself, be sure your team knows your schedule/location as well how best to contact you.
- Make yourself as accessible and responsive to others as you would be when working traditionally.
- Check in with your team regularly to make sure flexibility is working smoothly or if any adjustments are needed.

If you are telecommuting:

- Create a clutter free and well organized work space that is free of distractions.
- Set up and test any necessary technology in advance to be sure you know how it works properly.
- Keep to a schedule and manage your time wisely.
- Minimize/eliminate interruptions.
- Make technology your friend.
- Find ways to separate work and home life and practice healthy boundary control.
- Remain flexible with your work arrangement.

Questions: [Contact Emory WorkLife Resource Center](#) at (404) 727-8000.