

1. Set the context with your team
  - a. Collaborate with your team by making sure everyone understands the policy and how it might affect them and cross departmental collaboration. For example:
    - Who will be working from where (in a regular week)?
    - What do you want to do in real-time and what can be done asynchronously?
      - Consider how this may change with working with other departments.
    - How and when you want to collaborate and communicate (e.g., recurring team meetings)?
      - Include how you are communicating with other departments.
    - What equipment is necessary and available to complete tasks?
    - How can you hold each other accountable?
2. Consider your department's priorities and existing dynamics
  - a. Take the time to consider the working patterns across the department and university as a whole. For example:
    - What are the objectives of your department's work or current projects and annual goals?
    - What is the nature of your work (e.g., collaborative or individual)?
    - Have they already been working in a hybrid environment?
    - Which options would allow the team to deliver high performance and maximize flexibility?
    - What occasions when it is important for the team to be together in the same location?
    - How can you maintain the office dynamics and community?
3. Create alignment
  - a. Consider the ways of working that will enable team members to be at their best and how they will work together. For example:
    - Availability: are there specific hours of the day that the team needs to be available, either in person or virtually (e.g., communication protocols, agree to response times for emails, phone calls and questions, ensure coverage to address service population needs, etc.)?
      - This should be communicated to other constituents your department may serve or collaborate with.
    - Attendance: which key events do team members need to attend, either in person or virtually (e.g., weekly team meetings, etc.)?
    - In-person expectations: be clear on the occasions where the team is expected to be together in person to achieve business and department results (e.g., weekly meetings, department meetings, cross departmental projects).
    - Performance expectations: consider information systems security protocols, security of records, confidentiality, accessibility during work hours, participation in meetings, deadlines, ensuring students and employees needs are met, reporting hours or overtime if applicable, etc.
    - Team habits: what are the daily practices that the team wants to adopt to ensure effective work in a hybrid environment (e.g., 50-minute meetings to ensure natural breaks are built into the day, sharing and respecting communication preferences (emails, calls, chat, etc.)?
4. Follow up regularly both within your department and with other departments you work with.
  - a. Align with the team on how, when, and how often you will check in on how the department agreement is working. Agree on a process for requesting any changes to ensure the agreement remains flexible and responsive and that the department stays aligned both internally and with external departments that you are working with.