TEXAS
The University of Texas at Austin
Division of Diversity and
Community Engagement

Optional Flexible Work Arrangement Communication Plan Between Manager and Employee

Complete

How and When to Reach You

- [ ] Decide how you will be accessible when you are not in the office (e.g., cell phone, home phone, email, instant messenger).
- [ ] Decide when you will be available for calls—on which days and at what hours. Are there specific hours when you are required to be available? How will you ensure others can reach you?
- [ ] Inform others how and when you can be reached (e.g., cell phone, home phone, email, instant messenger).

Meetings

- [ ] Agree on when staff meetings will be scheduled.
- [ ] Identify contingency plans in the event a meeting is called on short notice.
- [ ] Decide if and how you will be available for meetings on days you are not in the office or scheduled to work (e.g., in person, via phone or video conference).
- [ ] Agree with your supervisor how you will participate in training activities and opportunities expected of employees in your unit.

Customers

- [ ] Discuss the potential impact on your customers and decide how to notify them of your flexible work arrangement.
- [ ] Determine the best way to communicate with customers about when, where, and how you can be reached and who can assist them in your absence.
- [ ] If there are new or additional people with whom the customer will be working, set up a meeting to make introductions.

Information

- [ ] Inform your team members where your critical work information is kept (e.g., network drive, addresses and contact information, your calendar).
- [ ] Make sure necessary computer files are shared with others who might need access to them.
- [ ] If you are working away from your worksite, determine how you will access information you might need.

Feedback Complete

- [ ] Establish regular check-in meetings—either face-to-face or through phone or video conferences—to talk about what's working, what's causing challenges and how to resolve them
- [ ] Encourage feedback from coworkers, customers and others on how the new work arrangement is working for them.