Leader Checklist for Success

☐ Read and understand the content on remotework.duke.edu, paying close attention to our remote work philosophy and guidelines.

☐ If your leadership has not already done so, review your team’s roster to understand and reflect on which work arrangement category is most appropriate, balancing business needs, job function and individual circumstance, all while considering guiding principles. Use these questions to help you navigate this exercise:
  • What does the business/job function need in order to be productive?
  • Can this role be successful in a remote environment? If not, why? What tools and support are needed?
  • What other flexible arrangements may need to be considered? How can they impact retention?
  • What management resources do you need to support your team’s current/future work arrangements?
  • How would your business decisions impact equity and inclusion? How will you handle those changes?

☐ Schedule a manager meeting to answer questions and review team member categorization.

☐ Schedule time to meet with your team as a whole to discuss future work arrangements in advance of individual conversations. Be prepared to cover team member definitions and guidelines.

☐ Begin individual conversations with team members about future work arrangements. Decide on the time and cadence that works best for a transition. Use DUHS Telecommuting Guidelines and Agreement and DUHS Remote Work template letter to document your progress.

☐ Schedule a time to check in with team members roughly 90 days into the transition. Using performance coaching questions as your guide, ask your team members “what is going well?,“ “what could be better?“ and “how can I help?”
Types of Remote Working Arrangements

**ONSITE:** Team member is fully onsite
- Traditional workplace policies apply
- Job tasks and work processes require an onsite presence
- Remote workdays on a non-routine basis
- Primarily clinical and non-clinical roles that require serving our patients and stakeholders in person

**HYBRID:** Team member’s regular schedule is between 1-4 days per week offsite (not located on Duke-owned or leased property)
- Leader and team member should set and regularly review telecommuting agreement as needed. Functional leadership can make changes as needed for operational or performance management needs.
- Team member has access to dedicated or shared office space when onsite, as determined by leadership.
- Work location is optimally balanced based on business need.
- If needed, option to purchase occasional parking permit based on individual schedule.
- Functional leadership may supply IT equipment as required by role and location.

**REMOTE-FIRST:** Team member is fully remote.
(100% of work duties can be effectively performed offsite)
- Leader and team member should set and regularly review telecommuting agreement as needed. Functional leadership can make changes as needed for operational or performance management needs.
- Functional leadership may supply IT equipment as required by role and location.
- Team member may access hoteling space if onsite as needed, if available.
- Periodically, team member may be asked to come onsite for business purposes. This does not result in hybrid categorization.
- Team member must reside in allowable states per Duke payroll guidelines.