

Hybrid Work Norm Guidelines

Summer 2022

COMMUNICATING SCHEDULES

Guiding principle: To develop a communication plan on sharing work locations and availabilities to support connection and productivity

- **Discuss with your manager** what enhanced flexible schedule option works best for you and your team for the 2022 summer.
 - Please review the latest guidelines on Penn GSE's enhanced summer flexibility.
- **Share your work location and availability in real-time.** Indicate in a variety of ways your location and availability.
 - The more avenues the better, but only if the information is consistent and up-to-date.
 - Physical signage on door/wall (ideas on website)
 - In Outlook calendar (step-by-step guidance on website)
 - As part of your email signature (sample on website)
 - Teams' status message
- **Be flexible.** Please maintain some flexibility about the days that you come to work.
 - If an important in-person meeting is scheduled for a remote day of yours, we ask that you trade days to attend the meeting.

For more tip-sheets and information on the following Hybrid Work Norm Guidelines, go to [GSE HR's Learning & Development webpage](#):

- Overview
- Knowledge-Sharing
- Communicating Schedules
- Setting up Meetings
- Quiz: What Type of Meeting Makes Sense for You?
- Online Meetings
- In-Person Meetings
- Hybrid Meetings