Work Modality Cover Sheet

Dear _____ , your workplace modality will be ☐ on-site ☐ on-site flex ☐ off-site as defined below. This document contains information about the team's shared expectations and how we will collaborate and support one another to ensure student and coworker needs are met. Creating a sense of belonging and wellbeing is an important part of our workplace transformation as we adjust to working in multiple modalities. PCC is committed to a [Preferred Future](#) that provides a diverse, equitable and inclusive environment. Our [Workplace Transformation](#) page describes the evolving process. If you have questions or concerns about your work modality, please contact me immediately for clarification.

It is especially important to have clear expectations about communication and check-in protocols, when there are differing work modalities. The following is what will work for our team:

- How we will collaborate/participate together as a team:
  _____
  _____
  _____
  _____
- Call out protocol: i.e. If you need to call in sick, or you have some other emergency, text me or call me at this number, _____ , or send me an email.
- Vacation Request protocols: i.e. Vacation time should be requested and approved in advance. To request vacation time, send me an email or let me know in our regularly scheduled meeting. Add it to your calendar and be sure to set up your automated out-of-office email and voicemail.
- Calendaring and Meeting Protocols: i.e. PCC uses Google calendar to schedule meetings, trainings, and other department events. Ensure your PCC google calendar is [viewable](#) (with details) to me as your supervisor. Our team staff meetings are every _____ at _____ a.m./p.m. During virtual meetings, please have your microphone on mute while others are speaking to avoid playback or background noise and review PCC's [Virtual Meeting Etiquette](#). Commit to attending additional on ground meetings I may request, which could take place on days you'd planned to work remotely. I will strive to give at least _____ business days notice of such meetings, whenever possible.
- Because we serve (☐ students, ☐ employees, ☐ multiple stakeholders) our departments service expectations are:
  _____
  _____
  _____
  _____
- Your work modality may change based on coverage needs, department needs or student needs.

<u>**Telecommuting Agreement**</u>

If your work modality is Onsite flex or Offsite please review and sign the telecommuting agreement and send to Human Resources. Your telecommuting agreement has the details regarding your schedule, contact information and the college's telecommuting procedures. If you have any questions please talk to me. Please see telecommuting agreements here. ([Forms](#))

Definitions – work modalities

On-site

An on-site employee will perform their primary work activities at a defined physical location. These employees may have minimal options for remote work. On-site employees are expected to be physically present to perform their job responsibilities.

On-site flex

An on-site flex employee will, with manager approval, split primary work activities between those that can be performed remotely and those that require working on-site. Assigned workstations at work may be shared on a rotational basis. These employees will work with their manager to determine a work modality schedule that meets the identified needs of their department. The employee's work schedule will be developed with the employee's input and approved by their manager and is subject to change to ensure department needs are met. Employees are expected to make Google calendars available to their managers and departments. Managers will seek employee input in determining an employee's primary worksite for purposes of providing work-related equipment such as laptops, monitors, docking stations, etc.

Off-site

An off-site employee will perform their primary work activities remotely. These employees may be occasionally required to attend in-person meetings or events at a college physical location. No dedicated on-site workspace will be provided to these employees, however, "swing" or "hotel" workspaces may be made available.