

Returning to Campus Resource for Staff

Our goal is to work together as a campus to continue meeting the needs of the University, our customers and employees as we experience and adapt to frequent changes. This guiding and optional resource provides questions for employees and supervisors to reflect on and use when considering their return to on-site work. It can be used at any time and is encouraged to be revisited as changes continue to occur.

As Tritons, we are called to support both the University and each other.

General Tips & Reminders

- Not every employee will have the same schedule. Everyone's schedule will be primarily based on the business need which could have changed over the pandemic.
- Think about equity between employees in the department and equity of access and service to customers.
- Employees and supervisors are welcome to reach out to their HR Contact for confirmation of policies or if they need clarification or guidance.
- Know and use the available resources. Check the [Return to Learn website](#) for updates, FAQs, announcements etc.
- Employees and supervisors are encouraged to equally consider the business needs alongside one's personal needs. This will help create a win-win situation for everyone involved.

Business Needs Reflection

- What are the main job responsibilities? How many of those are administrative, digital, customer facing, collaborations (meetings, committees etc.)
- Is the role customer facing?
 - *If so, when/how often?*
 - *When are the busiest times for your customers?*
- Are the primary responsibilities more effective in person?
- How might the customers' needs have changed over the last year and a half?
 - *What, if any, is the demand for digital services? How have those changed since the pandemic? Thinking ahead, can you envision customers wanting to continue digital services?*
 - *What, if any, is the demand for in-person services? Thinking ahead, can you envision customers wanting to resume some in-person services?*
- Have the job responsibilities changed over the last year and a half? If so, how?
- Are there co-workers to help offset, cover, switch any in-person or customer facing roles?

Personal Needs Reflection

- Family Care
 - *What are the times/days you **want** to be present for your family?*
 - *What are the times/days you **need** to be present for your family?*
 - *Which of those needs are non-negotiable?*
- Financial/Commuting Needs
 - *How much will parking, gas or public transportation cost?*
 - *Which days are the hardest to commute?*
 - *Have you considered ride sharing or public transportation?*
- What makes you hesitant about returning on-site in the manner proposed by your supervisor?
- How could you, professionally or personally, benefit from going back into the office?

Integrating Business & Professional Needs

- Where is there overlap between the business and personal needs, *not wants*?
- Where are there opportunities/open gaps between the business and personal needs/wants?
- What is your ideal work schedule? (*Employee's perspective*)
 - *Is this sustainable long term?*
- What is the ideal schedule for your role based on the business needs? (*Supervisors' perspective*)
 - *Is this sustainable long term?*
- What are good compromises to meet halfway? (*Come up with a few options in order of preference and try to avoid an all or nothing approach.*)
 - *Is there a phased option that makes sense?*
 - *Are there anticipated business needs that won't exist initially?*
 - *Is this sustainable long term?*

How Employees Can Start the Conversation with Their Supervisor.

- Ask the supervisor what they envision for your return to working on-site.
- If the proposed schedule does not work for you, ask to compromise on that schedule/perspective:
 - *I understand the business need is _____.*
 - *My personal needs are _____.*
 - *Ideally, my preferred schedule is _____. (Have different schedules in case the preferred schedule is not able to be accommodated.)*
 - *Okay, since that is not an option, what about _____.*
 - *Consider sharing your concerns around the proposed schedule.*
- Consider sharing the effectiveness of working remote for the past year and a half.
 - *What were you able to accomplish? How were you more effective? Is this a time to re-imagine how your department/role performs the work? How effective were you in meeting the customers' needs while working remotely?*
- Ask for each of you to take time to think about what was presented in the conversation and circle back after an agreed upon time.

Employees & Supervisors Re-evaluating schedules:

- After the employee's initial return to campus, what was the schedule agreed upon?
 - Employees: How is that working for you? What are the pros and cons? Is it meeting your personal needs? Are any needs being unmet? Are there preferences you wish to modify?
 - Supervisors: How is that working for the department? Is the employee's schedule meeting the business needs? Are any business needs being unmet? (*Consider the larger team, not just that one employee.*)
- If the schedule could be changed, what is the new proposed schedule?
 - *Why/how will this proposed schedule help the business need and the employee?*
 - *Is this a temporary change, or more long-term?*
 - *Is there a time you want to meet again to revisit the newly proposed schedule?*

UC San Diego's [Faculty & Staff Assistance Program](#) is a confidential service designed to help employees through concerns that may be affecting personal well-being and/or job performance. Check their link page to learn what services they offer.