

**Unit/Department/Team Workplace Strategy Plan**

The [**Policy on Workplace Strategies**](https://www.luc.edu/hr/policies/workplacestrategies/) establishes a common, ongoing framework with shared definitions, within which school and unit leadership can implement various Workplace Strategies in accordance with their operational needs and recognizes that the default work modality for the majority of faculty and staff is primarily in-person.

This form serves as a tool for the leader of a unit, department or team to consider and document the unit/department/team-wide Workplace Strategy and to provide a mechanism for communicating this Strategy to leadership and employees. The unit/department/team strategy is subject to the approval of the school/unit leader and any proposed deviations from any of the defined Workplace Strategies, requires the review and approval of applicable Sr. Vice President, Provost or President.

School/units are responsible for maintaining documentation of team/department-wide Workplace Strategies. These should be widely shared with staff and available for Human Resource review.

Certain Workplace Strategies may have an impact on staff benefits, time away, timekeeping, and other work provisions. Prior to implementing a unit/department/team Workplace Strategy, familiarize yourself with the [**Policy on Workplace Strategies**](https://www.luc.edu/hr/policies/workplacestrategies/) and consult with Human Resources to understand the implications for individual employees.

**Unit/Department/Team WORKPLACE STRATEGY:**

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| --- | --- |
| Unit/Department/Team Name:  |  |
| Unit/Department/Team Leader: |  |
| School/Unit Approver (First Level)\*:  |  |
| School/Unit Approver (Second Level)\*:  |  |
| Date Submitted: \*  |  |
| Sr. VP; Provost or President Approver |  |

**Please outline your Unit/Department/Team plan. Consider the following questions and provide additional documentation as necessary:**

* What is the strategy/purpose for implementing the Workplace Strategy?
* What positions (position #, title, name, department) are encompassed in this unit, department or team workplace strategy?
* What are the overarching expectations for the unit, department or team?
* Is there a requirement for on-site availability to internal and external customers?
* What is the core work schedule? Are there core days or work hours? Please document coverage for core working hours and days of the week.
* What are the expectations for accessibility/availability?
* Are there required meetings for which staff members must be on-site?
* When/what supervisor check-ins are required? Frequency? Means/Method?
* What tools, methods or technology will be used to facilitate collaboration and interaction?
* What tools, technology, applications are being deployed to ensure staff can perform essential functions in a safe and secure manner whether on-campus, off-campus or both?
* Are there certain work tasks to be performed only on-site? Remotely?
* How will missed in-person days be handled and will they need to be made up?
* What are expectations for communicating a change to set work days/times?
* How will the team communicate its strategy, schedule, standards, and performance outcomes to those who need to know it?
* How will you clarify that workplace strategies may change as needed for business or operational needs, special work functions or activities, seasonal variations in work volume, or for performance-related reasons?

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| **Position #** | **Position Title** | **Name** | **Department**  | **Specific Workplace Strategy** |
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