

## **The College of Arts and Sciences' Family Friendly Policy in the Age of Covid-19**

The College of Arts and Sciences has long been committed to a healthy work/life balance and to supporting staff members as they balance family needs and careers. Working within the parameters of University policies, we strive to provide flexibility to our staff members and supervisors to support individual needs while still achieving work responsibilities.

Covid-19 has made this balancing act more challenging than ever before. Our staff have new demands on their time including children at home and caring for at-risk family members. It is important to recognize that this is an issue that cuts across gender lines, and affects different staff members unequally.

Our University and College has responded to this unprecedented time by allowing staff to work remotely when possible and shifting work schedules if needed to accommodate personal demands.

The staff are the backbone of our College and we recognize that their wellbeing is integral to the success of the College as a whole. We are committed to continued flexibility and will look for new ways to better support our staff during this stressful time and in the future. Our College leadership is committed to the following efforts and is also open to ideas from our staff and supervisors on how to provide an even more supportive environment.

### **At the supervisor level, we are asking supervisors to:**

1. Work with individual staff members as situations arise to find creative solutions for personal demands while still meeting the needs of the unit.
2. Rethink staff meetings:
  - a. Limit frequency/length of meetings if possible
  - b. Rethink the time of meetings (moving to the afternoon possibly for those staff members who have children at home).
3. Working with the Dean's office, set up flexible work arrangement plans for staff who may need alternate schedules (changes in daily working hours, 4-day work week, etc).

### **At the college level, we are committed to:**

1. A monthly staff newsletter to communicate news, events and messages from the Dean and central offices.
2. A robust staff council to serve as the representative voice for our staff. The staff council will also look for ways to host events to boost morale, even during this time in which many staff are working remotely.
3. Work with supervisors and central HR to continue to support work/life balance for our staff.