

Northwestern

Team/Department Workplace Strategy Plan

The [Policy on Workplace Strategies](#) 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.

Strategies and arrangements can vary by school, unit, department, team, and position. This Form serves as a tool for the leader of a team or department to consider and document the team/department-wide Workplace Strategy and to provide a mechanism for communicating this Strategy to leadership and employees. The team/department Strategy is subject to the approval of the school/unit leader or their designee. School/unit leaders have the discretion to determine, develop, and communicate their own internal approach and approval process for Workplace Strategies. School/units are responsible for maintaining documentation of team/department-wide Workplace Strategies.

Note: Individuals requesting a Workplace Strategy beyond their school, department, or team's established Strategy should submit the Employee Workplace Strategies Proposal Form to their manager.

Certain Workplace Strategies may have an impact on employee benefits, time away, timekeeping, and other work provisions. Prior to implementing a team/department Workplace Strategy, familiarize yourself with the [Policy on Workplace Strategies](#) to understand the implications for individual employees.

TEAM/DEPARTMENT WORKPLACE STRATEGY:

Team/Department Name:	
Team/Department Leader:	
School/Unit Approver (First Level)*:	
School/Unit Approver (Second Level)*:	
Date Submitted:	

* Schools/units determine their own internal approval process for team and individual (employee) Workplace Strategies and maintain the tracking. Please contact your school/unit HR administrator if you have questions about the internal approval process.

Please outline your team/department plan below. Consider the following questions:

- What is the strategy/purpose for implementing the team/department Workplace Strategy?
- What positions are encompassed in this team/department Strategy?
- What are the overarching expectations for the team/department?
- What is the work schedule?
- Is there a requirement for on-site availability to internal and external customers?
- Are there core days or work hours?
- What are the expectations for accessibility/availability?
- Are there required meetings for which team/department members must be on-site?
- When/what supervisor check-ins are required?
- Are there certain work tasks to be performed on-site? Remotely?
- How will missed in-office 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 to those who need to know it?

TEAM/DEPARTMENT WORKPLACE STRATEGY:

Team/Department Leader Signature/Date: _____

School/Unit Approver (First Level) Signature/Date: _____

School/Unit Approver (Second Level) Signature/Date: _____