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version 1.2

## PPS Employee Remote Work Guidelines

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ONGOING FLEXIBLE REMOTE WORK OPTIONS & EXPECTATIONS	4

WORKSPACE + EQ

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## PPS Employee Remote Work Guidelines

Office phones are forwarded or voicemails are checked daily when staff is working remotely













## PPS Employee Remote Work Guidelines

It can be hard for teammates in other locations to be heard, as they often have to overcome barriers to jump in and share. You can help create the space for them to speak up.

- Ask for input from the most isolated meeting participant any time the meeting breaks into a discussion.
- If you see someone trying to enter the conversation, stop and invite their comments.

Norms set clear expectations for how you work together with your team. But they're often assumed rather than explicitly stated, leaving opportunities for confusion.

- Discuss, establish and document communication and decision making norms with your colleagues (e.g., answering emails/pings off-hours, how often will you stay in touch, information-sharing across time zones).
- Be sure to communicate frequently and openly. When remote team colleagues can count on being able to quickly receive the information that they need to, this improves the trust among team members and can aid in the efficient transfer of key, task-relevant knowledge.

The following are standard recommended meeting norms as well as suggestions to support meetings where participants may be working on-site or from a remote location.

End meetings 5 minutes early to allow for "passing time"

Invite appropriate stakeholders - be mindful of everyone's time, if someone is invited in order to "inform" some individuals - think of other methods for informing them.

Commit to being present and participating. Stay engaged and focused. Avoid reading and responding to emails or multitasking. Participants may need a bio-break, have a pet that unexpectedly jumps on screen, or need a drink of water during a meeting - that's okay, we are all human and have personal needs that need attending briefly!

Include a Google Hangout or Zoom link for all meetings to accommodate those

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## PPS Employee Remote Work Guidelines

On approved remote work days, employees who encounter power, internet, or other technical difficulties are expected to make alternate work location arrangements, come on-site to complete their work, or reu



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(view the position eligibility list online at [pps.net/Page/17889](https://pps.net/Page/17889))

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It is important to remember, as we continue to n

