

Framework blended working at Erasmus School of Economics 23-03-2023, Management Team

1 Introduction

Erasmus School of Economics envisions to be a vibrant community for their academic and professional support staff and offers both on-campus and online working facilities: hybrid or blended working. To build and to maintain an inspirational academic environment and team spirit with colleagues, it is important to be on campus physically during (at least) part of one's working time. The campus is the place where we conduct research, teach, support these core processes, work together, and meet. At the same time, online working options (accelerated by the pandemic) give new and extra opportunities to get our work done. Therefore, blended working facilities offer flexibility in finding an optimal balance for our School, our teams, and our colleagues, in working on campus and from home.

To support the above and manage expectations, a clear framework for blended working at ESE is presented here. It is an update of the ESE guidelines communicated in July 2022. Starting point is that agreements about working from home are made in consultation between employee and supervisor/manager, respecting the School's and team's interests while taking into account the nature of the team's or employee's activities and duties. In the current framework, it is expected that at least 50% of your work is done on campus. It goes without saying that you are encouraged and very welcome to work on campus for more than 50%, and for some positions physical presence is even indispensable.

2 Framework blended working at ESE

Based on the CAO NU and the EUR blended working policy (see <https://my.eur.nl/en/eur-employee/hr/terms-employment/blended-working>), for ESE the following framework for blended working applies.

- Your supervisor/ manager and you decide together where, and how you can work pleasantly and effectively with your colleagues/students. Your wishes as an employee are taken into account as are the requirements of your work, team- and organizational interests. Blended working is not a right, not an obligation, but rather an option.
- The standard is to work on campus for at least 50% of your appointment each week, and for some positions more. You are welcome to work in the office every day. Schedule time to spend with your team. Discuss with your team and supervisor/manager how often and for what purpose you want/need to meet physically. Some of what we do and how we work is based on unplanned interactions: an accidental meeting at the coffee corner, finding like-minded people in our communities and physically experiencing our School's mission and values. We invite you to get together, build your networks and participate in communities. Team building, starting new projects, and creative brainstorming often are more effective in physical meetings. Working together also gives you the chance to learn from each other on the job. Also consider your team's strategy and/ or activities and your personal performance and wellbeing. Within the blended working framework, take care for a sound work-life balance.

- Working from home can lead to blurred lines between work and personal life. Structure your day as if you were on campus. When you work from home you might be tempted to check work-related emails at all hours, but having allocated office hours at home can help you establish boundaries between work and personal life.
- Balancing working from home and (structural) caregiving responsibilities do not make for a distraction-free work environment. Do not wait for an emergency to happen but inform your supervisor/manager about your situation beforehand so arrangements can be made. Whether you need to adjust your schedule or take some time off, come up with a plan together that will meet your needs as well as the requirements of your work and the needs of your team and organization.
- In case of physical complaints (cough, sore throat, respiratory distress and/or nose cold) talk to your supervisor/manager when you are not sure to stay home or not. If you are unable to work, report being sick to your supervisor/manager; for more details on the procedure, see <https://my.eur.nl/en/eur-employee/hr/healthy-safe-working/sickness-and-absence/procedures-reporting-sick-and-recovery>.

3 Practicalities

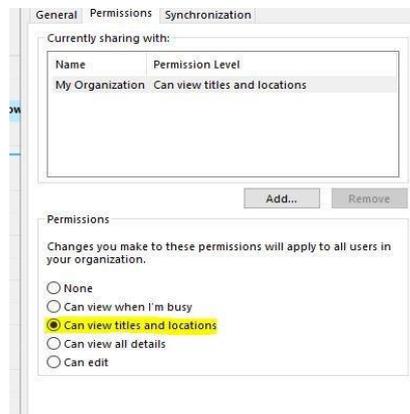
- Use your Outlook calendar and set the permissions at least to “can view when I’m busy”. For your team, we prefer the setting “can view titles and locations,” with exceptions for meetings with a sensitive content; see the explanation in the appendix. Provide information in case of absence (inform and stay informed).
- MS Teams is the platform for mutual communication and collaboration at ESE and EUR. We all use Teams for meetings, (business) chat, calls, and document sharing. Set your Teams status to where you are working and when, for example, Mon 06 Feb EB-06, Tue 07 Feb EB-06, Thu 09 Feb Working from home; for more details, see the appendix.
- Please adhere to a clean desk policy; before leaving the campus for that day, please clear your workspace, so someone else can use it.
- When you enjoy informal or private conversations, need to have a long conversation, or you scheduled some online meetings please be considerate to your colleagues. Look for a solution to minimize inconvenience for others, for example, go to another room or location on campus.

Appendix: How to set absence or presence in Teams and Outlook

1. Show your status in Teams: where are you working and when. It is useful to indicate in the status of Teams every day, preferably a week in advance, when you are working and where. Instructions:
 - a. Click on your photo in the top right corner and go to the Edit status message.
 - b. Please indicate (in English as we have many international students and colleagues) when you will be present, according to the format below:

Wed 30-06	Working from home
Thu 01-07	On campus (building, room, for example EB-1)
Fri 02-07	Absent
 - c. Check the box 'Show when people message me'.
 - d. Set at 'Clear status message after' when this status ends.

2. Showing in Outlook where are you working and when:
 - a. Keep your calendar up-to-date.
 - b. For sharing permissions:
 - Go to Outlook Calendar, right-click on the calendar you want to open and select "Sharing permissions."
 - In the new window, set the following settings: 'can view titles and locations'.



- c. Private appointment: select the private button in your appointment (padlock icon)

