Employee Relations Guidance for Return to Work Planning

Whether an employee returns to work during the summer phased plan process, or continues to work remotely, managers and supervisors are challenged with ensuring the safety and productivity of their employees. Managers must also show flexibility, empathy, and compassion regarding an employee's needs, feelings, and responsibilities surrounding the pandemic.

During a time where employees require more support and thoughtful leadership than ever, the critical first step for a manager to ensure their employees' successful return to work, or continued remote work, is for him/her to have open, intentional, ongoing dialogues with employees to discuss concerns, needs, plans, and requests. Managers must find a balance between caring for employees while also ensuring the work of the college moves forward successfully. In this ever-changing, high anxiety time we are all experiencing, it can be especially difficult for managers as they juggle their own circumstances while trying to successfully supervise and support employees.

The Office of Employee Relations has provided a few resources for managers to include videos and tip sheets to assist them with issues they may encounter with employees during the RTW process.

Deployment Teams and Directors are encouraged to share these resources with managers and supervisors within their units.

Manager Informational RTW Videos

- **Managing and Communicating Return to Work Phases and Decisions**
- **Managing Confidential Communications and Time and Attendance**
- **Managing Employee Safety and Productivity**

** These videos were recorded May 27, 2020. Information is subject to change.

Helpful Resource Guides

- **Tips for Working from Home [pdf]**
- **Succeeding as a Virtual Team Member [pdf]**
- **Succeeding as a Virtual Team Leader [pdf]**
- **Guide to Running a Remote Meeting**
- **Helping Employees Transition to Remote Work**

The Training and Professional Development staff has worked to move several training courses to an online format. Managers may want to take advantage of these trainings by assigning them to employees as appropriate.

- **Online Training Resources**

For additional assistance with Employee Relations matters, unit managers can contact Deputy Chief of Staff Pam Hayes directly at phayes@mailbox.sc.edu.