

WORKING FROM HOME

A guide for employees

Many LCRA teams already utilize work-from-home privileges as part of their normal routine. However, if you are unfamiliar with working remotely, please follow these guidelines to help ensure continued team effectiveness and work productivity.

1. MEET EXPECTATIONS AND FOLLOW DIRECTIONS

Your supervisor should set clear, deliberate expectations and establish ground rules for how interactions will take place. Expect that you will be directed to:

- Be available via telephone.
- Be available via instant messaging.
- Respond to emails promptly.
- Maintain the same productivity levels.
- Successfully achieve assigned tasks and objectives.

2. “MEET” ON A PREDICTABLE SCHEDULE

There aren't set rules for precisely how often you need to virtually meet with your supervisor, but checking in with him/her regularly maintains an effective working relationship. Expect that your supervisor will be setting time with you individually and with the team overall to maintain good team coordination.

3. ENGAGE IN REGULAR COMMUNICATION

An important part of effective remote work is to regularly engage in good, open communication channels to maintain a strong connection with your supervisor and your teammates. Your supervisor may set specific response time requirements; be mindful to meet those expectations.

4. PARTICIPATE IN TEAM INTERACTION

Unplanned conversations between coworkers are important for flows of knowledge throughout an organization. And as full teams work remotely, engage in virtual team interactions to foster continued communication and collaboration among teammates.

5. MAINTAIN NORMAL BUSINESS OPERATIONS TO THE EXTENT POSSIBLE

Continue to perform your job duties and meet your expectations as you normally would. Your supervisor will notify you of any process or procedures changes that are necessary due to remote work. All LCRA employees are expected to follow company policies, procedures, and behavioral values while working from home.

If you have questions related to work-from-home arrangements, please contact your [HR business partner](#).

