

SPECIAL CONSIDERATIONS FOR EVALUATIONS DURING COVID-19

The University of Washington has compiled [information on preparing performance](#) evaluations and effectively managing flexible work arrangements during COVID-19. Highlighted below are four elements* supervisors should consider:

- ❖ Supervisors should have regular conversations with their employees about performance during COVID-19.
- ❖ Because the effects of COVID-19 are not limited to our professional lives, supervisors should make room in conversations to understand what faculty and/or staff are experiencing.
- ❖ When evaluating performance, acknowledge both accomplishments and challenges faced. And, when evaluating performance against goals set last year, consider whether the goals or job duties were impacted by COVID-19.
- ❖ Supervisors should also discuss what platform to use for these conversations (e.g., phone, WebEx).

ACCOMMODATIONS

We have all had to make accommodations to our daily work routines, but what hasn't been discussed as much are the [necessary adjustments to departmental practices and procedures](#) to better support faculty and/or staff. Below is guidance to rethink departmental practices and procedures during COVID-19.*

• Express departmental commitments

- Modify turnaround time expectations, as appropriate and feasible, focusing work on the highest priority tasks and projects.
- Acknowledge the perspectives of employees with caregiver responsibilities.
- Recognize that each person's situation is unique and that needs may vary over time.

• Establish new norms

- Institute department-wide "no meeting hour" or "no meeting day."
- Memorialize expectations for the telework environment.
- To support transparency, collaboration, and communication in a telework environment, ask employees to:
 - Create an out-of-office message to communicate a reduced or flex schedule.
 - Add their work schedule to their email signature or calendar to communicate availability.
 - Block out "busy" time on their calendar to schedule around child/elder time (e.g., child's lunch hour or senior medicine time).

**Content was reposted with permission from the University of Washington's Office of Human Resources.*

- Practice patience and understanding of caregivers if they have to take a meeting while multitasking with a child(ren).
- Be thoughtful about colleagues' varied work schedules by sending an email instead of scheduling a meeting, or recording the meeting, or taking notes.

- **Establish manager supports** (to the extent possible for each position):
 - Identify work that could be cancelled or postponed, reprioritized, or reallocated to others, being mindful to not overburden others taking on moved work.
 - Be mindful of working hours and support and encourage time away from the telework environment.
 - Allow employees to continue to telework through the school year (if possible) to provide predictability/certainty for childcare and other planning.
 - Suggest a "buddy system" where each team member has a designated colleague who will brief them if they need to miss a meeting.
 - Work collaboratively with employees to innovate additional ways to flex work schedules and workloads.

COMMUNICATION



3 Tips to Have an Effective Conversation About COVID



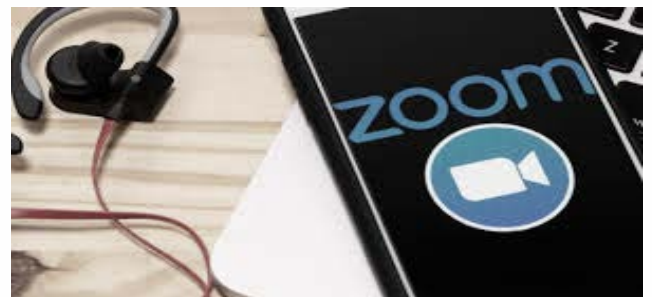
Managing Someone Whose Life Has Been Upended



How to Provide Effective Feedback



How Can I Improve My Communication Skills?



CAMPUS RESOURCES



1 UNLV Emergency or Adverse Situations Remote Work Policy
Flexible Work Schedule Procedure

2 You & Working Remotely: Human Resources
Includes resources for leadership, teams, and health and wellness

3 Teaching & Working Remotely: Technology Resources

4 Telecommuting Agreement Template

5 Faculty & Staff Treatment (FAST) Center

6 Employee Assistance Program (EAP)

SOURCES:

Feiler, B. (2020, November 27). [Managing Someone Whose Life Has Been Upended](#).

[Effectively Managing Flexible Work Arrangements](#). University of Washington Human Resources. Retrieved December 7, 2020.

[Preparing for 2020 Performance Evaluations](#). University of Washington Human Resources. Retrieved December 7, 2020.