The Hybrid Environment
April 2023 Table Top Workgroups - Outcomes

PROs

- Employee
  - Savings
    - Wear & tear on vehicle
    - Less miles = less insurance costs
    - Gas
      - Less or no commute
      - Less traffic = faster commute
    - Eating at home is cheaper
    - Time not getting ready for the office
      - dressing, makeup, meal prep, etc.
  - Happiness
    - Better work/life balance
    - Comfy clothes, stretchy pants
    - Support animals – animals are happier, they get walks too
    - More flexibility
    - Excited when you see someone in person – more appreciative
- Campus
  - Sustainability (paperless approach to work),
  - Campus using less energy,
  - Less trash on campus,
  - Easier to hire, broader hiring pool
  - More parking available on campus
  - Sac State is a more competitive employer
  - Increased concentration and productivity, fewer interruptions or distractions
  - Less time away from work - use of sick and vacation time
- Work
  - Processes streamlined
    - Digital efficiencies
    - Cross training opportunities
    - Accessibility of sharing information

- Easier to meet, no travel time between meetings
- Recorded Zoom sessions
- People
  - Better employee attitudes and morale
  - Improved employee satisfaction
  - Less conflict
  - More attendee participation
    - polls, breakout rooms, chat rooms
  - Creative solutions to create more engagement

CONs

- Home
  - Space - loss of home space, lots of equipment
  - More distractions, other family members also at home
  - No separation between home life and work life – working too long
- Work
  - Additional work
    - Coordination for meetings and events
    - Some things take longer over email, more room for misunderstanding than in person discussions
    - Potential unfair labor distribution for in-office folks
  - Tech
    - Technical issues and glitches, accessibility to service, connectivity issues
    - Some things not available remotely
    - Need for justification for office needs
    - Less tool options, physical materials/files/documents in office
  - Relationships/culture
    - Complicated onboarding process
    - Perception of inequities – allowances, rule interpretation and enforcement different between and within teams

- Less team cohesion
- Personal connections and relationships suffer
- Difficult to track down people on their remote days – if you need them in person
- Less face-to-face interactions, impromptu meetings, networking
- Inaccessible (or difficult) to students
  - Supervision
    - Supervising staff is more challenging
    - Difficult to track work outputs if no metrics in place
    - Enforcing/verifying actual work and schedules

WORKAROUNDs

- Communication
  - Communicating helps alleviate some Cons
    - over communication is good communication
  - Noting schedule in email signature
- Tech
  - *Teams* and *Zoom* are good ways to connect with people in different locations
  - *Adobe, Teams,* and *Zoom* to boost effectiveness
  - Have resources available online – *Teams*
  - Setting up voicemail to forward to email
  - Ability to record meeting in Zoom for folks who could not attend live
  - Download apps to phone for easy access
  - Texting students for information
- Spread out the work
- Same/consistent schedules