

Work/Life Balance Addendum

Overview

The City of Madison values the health and well-being of all our employees. When work is performed outside of normal parameters, the structures employees typically rely on to maintain a healthy work/life balance are not always in place. For example, employee's teleworking may be tempted to work more than their scheduled hours because work is easily accessed at home, or they may struggle to have focus and complete tasks when faced with too many household distractions. Employees working under these conditions are encouraged to consider this potential effect prior to starting an alternative work schedule or telework arrangement, and work with their supervisors to put structures in place as needed to maintain a healthy work/life balance.

Supervisor Expectations

- Set clear and realistic expectations for hours of work.
- Communicate your work schedule with your staff and co-workers, using scheduling tools to track attendance and availability as provided by each agency (i.e., Outlook calendars, sign out board, etc.)
- Alternative work schedules should be documented by having the employee complete the [Request for Flexible Work Arrangement](#).
- Check in regularly with your employees to monitor their pace of work completed, as well as their satisfaction with the current work arrangement.
- Use these tools to guide your conversations with employees if they are making this request in tandem with Telework:
 - [Telework Planning Worksheet for managers](#)
 - [Telework Check-In Tracker for managers](#)
 - [Employee Telework Priorities & Plan for managers and employees](#)

Employee Expectations

- Communicate your work schedule with your supervisor and co-workers. Maintain as consistent a flexible schedule as possible so co-workers and managers can include you team meetings and work assignments.
- Follow your agreed upon schedule. Communicate with your supervisor immediately if your situation changes and your work arrangement is no longer practical for you.
- Provide regular updates on your work, and ask for help when needed.
- Take scheduled breaks.
- Use these tools developed by Human Resources:
 - [Telework Tips for all employees](#)
 - [Employee Telework Priorities & Plan for managers and employees](#)