



## High-Level Remote Work Rollout Timeline

**Confidential**

- **March 23**
  - Email to pre-core and deans with awareness of the launch date and timeline. **Please wait to send a larger communication until March 25th.**
  - Email to MAU HR leads
    - Email will contain links to live resources including the website
- **March 25**
  - Broader communication sent via the greater DDC list
- **March 30**
  - Monthly HR connect meeting. Early adopters will have the opportunity to ask questions but it's not a formal agenda item.
- **April 4**
  - Informal HR leadership meeting
- **April 7**
  - Training for MAU HR Leads from 8:30 – 10:30 a.m.
- **April 8**
  - The form is live and includes online agreement with ad hoc functionality and posting language.
  - Email from central HR to supervisors and HR Unit Reps notifying them that the form is now live, and agreements need to be uploaded by July 1
  - Training for MAU HR from 8:30-10:30am
- **Week of April 11<sup>th</sup>**
  - blurbs in newsletters that target all faculty, academic staff and support staff
  - Training for MAU HR from 3-5pm
- **April 14**
  - Council of the deans meeting (*Topic: how's it going, any feedback thus far?*)
- **April 18**
  - CORE meeting (*Topic: how's it going, any feedback thus far?*)
- **April to July** – Implement the Remote Work Policy
  - TBD – remote work agreement training (Provide training materials for new hires and current staff who will have remote agreements—provide info for annual update too. Includes website)
  - Implement out-of-state and international
- **Late April-November Feedback:**
  - Collect feedback from all sources. Set bi-monthly, monthly meetings with the remote work group for reviewing implementation, issues, etc.
- **June**
  - HR source and email to MAU HR leads reminding of compliance dates
- **July 1**
  - Compliance due date for units