Recommendations for SU Supervisory Actions Related to the Seattle Squeeze

- Start now by reviewing the materials, options, resources and information provided.
- Next, consider the following for the 3 to 6 week period associated with the maximum congestion:
  - Key customer service goals and objectives, and the key deliverables for your group during this timeframe. What is negotiable or flexible and what is not. Identify if there are jobs or roles that just don’t lend themselves to flexible work options and why this is true.
  - Key dates of events, as well as scheduled vacations, meetings, travel, etc. Consider if these can be shifted or changed to help alleviate traffic congestion.
  - Are your employees exempt or non-exempt employees (employees who submit time sheets and subject to overtime pay)? There can be more potential limitations related to time tracking, overtime etc for non-exempt employees. Generally shifting start and stop times works well with non-exempt employees but compressed work weeks and telecommuting can be more difficult to manage and there are important compliance and systems issues to consider. (check with Human Resources for non-exempt questions or guidance).
  - Are there systems or technological limitations that need to be considered? Please consider information security, testing the use of VPN and virtual desktop, access to laptops, need for video conferencing, forwarding desk phones to cell or home phones, etc. (check with IT for help or guidance).
  - Any past experiences with flexible work arrangements. Is there a need to establish a system for prioritizing access to flexible days or schedules?
- As soon as possible (but no later than January 5th), have a meeting with your work group to review the information related to the Squeeze – consider reviewing the official communications and links provided. Plan on explaining the options available and what limitations might exist, then follow up with each person for a one on one discussion about their plan/situation.
  - Key discussion points include:
    - Emphasizing a discussion around commute alternatives to single occupancy such availability of Orca cards, car pool apps, etc.
    - Focus on availability and service in consideration of alternatives to the regular work schedule.
    - The need to find approaches that are “team” oriented and don’t place an undue burden on others in the group.
    - Consideration of staying after work the take advantage of events on campus or in the area.
- Plan to communicate final arrangements to the team, and plan to have check in meetings after the first full week to gain feedback, assess feasibility and make any necessary adjustments.
- Finally, utilize Human Resources and IT to assist with any unusual questions or support that you might need as you consider options during this time.