

April 20, 2021

**Audience:** Vice Chancellors and Deans**SUPPORTING STAFF TOWARDS UCI'S FUTURE OF WORK**

Dear colleagues:

We are beginning a new era at UCI. As you read in the messages distributed by Chancellor Gillman and Provost Stern, we will methodically plan for and implement a new work model for our staff. The goal is to implement operational and workforce innovations while balancing the business needs of the university with ensuring equity and fairness for all staff.

As vice chancellors and deans, you are the important next step in fulfilling the Future of Work vision. Below we have provided suggested steps to ensure a smooth transition through this change initiative. We have created the **Future of Work web page** that contains resources and guides. Please also feel free to reach out to me or anyone from my HR team if you need any assistance or have any questions throughout this process.

**Now – June 30, 2021**

Now through June 30, most staff will continue working as they have been for the past year, either on-site or remotely. Now is the time to discuss and make key decisions for July 1 and September 1 milestone dates.

Suggested steps to take now:

- Assign a project manager and change management team to lead and coordinate the initiative.
- **Review available tools and resources** to determine positions eligible for on-site, remote or partial remote work, and consider implications on workspace, technology needs, leadership and culture.
- Review and approve your unit's plan.

**July 1 – August 31, 2021**

This period of time should see a careful, gradual return to on-site work for those positions required to prepare for the fall quarter.

While the Chancellor's guidance for remote work expires June 30, 2021, this does not mean that all staff should return to onsite work as of July 1. We must follow all public health guidelines regarding capacity and physical distancing, and be sensitive to issues faced by our employees with regard to childcare and other personal concerns.

The guides and resources provided on the **Future of Work web page** are designed for your use during this transition to help you prepare for full in-person operations beginning September 1st.

Key questions that need to be addressed include:

- Which positions should return fully on-site given a unit's mission, objectives, services, and service hours?
- How will these workforce decisions impact unit workspace, technology needs, and team/unit culture?

**September 1, 2021 and Beyond**

As outlined in Provost Stern's email, the campus should be fully operational in-person by September 1st. Based on your discussion and evaluation up to this point, you may see some staff working remotely or partially remote as part of the new normal. It is important to regularly check in with all of your staff to make sure the new work arrangements are successful for them and for your operations. If not, you can and should make the necessary adjustments. The website also includes tools, resources and training opportunities for both leaders and staff to ensure that the adjustment to a new way of working is successful.

**Support**

The materials referenced above can be found on the **Future of Work web page**. You will find additional information as well as tools and resources to guide you in your planning.

HR is also offering to participate in unit meetings where we can help your managers walk through the Future of Work guide and planning efforts. We are also available to answer questions from your staff through your established team meeting.

Please contact your unit's local HR professional or your central HR Business Partner for assistance. You are also welcome to contact me directly at [ragrela@uci.edu](mailto:ragrela@uci.edu) or Pamela James, Executive Director for Campus HR at [pamela.james@uci.edu](mailto:pamela.james@uci.edu).

Thank you for your support on this important and wide-reaching initiative.

Sincerely,

Ramona Agrela



Campus HR  
Medical Center HR  
Health Sciences HR  
People Services  
Employee Experience Center

Chief Executive Roundtable  
Illuminations

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Questions or Comments?  
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