

Guide to Managing Staff Remotely

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yorkcvs

Introduction:

York CVS is a social action organisation; supporting and championing York's voluntary, community and social enterprise (VCSE) sector to make positive change, challenge issues and grow new ideas for the future in order to strengthen communities.

We do this by supporting new and existing VCSE groups and organisations with guidance about legal structures, governance issues, policies and procedures and by identifying potential funding sources and developing funding bids. We also bring organisations together to discuss and challenge local issues through our events and voluntary sector forums.

The following guidance and HR information is designed to support voluntary sector groups and organisations during the coronavirus pandemic.

Managing staff remotely:

Everyone's situation during this pandemic is unique. Some staff will be comfortable working from home and have the equipment, technical ability and space to manage it effectively whereas others may find conditions at home far less conducive to homeworking.

As a Manager, there are things that you can do to support your staff during these difficult times.

1. Communication

During critical times, the human side of supporting your workforce tends to be forgotten. In these uncertain times, communication needs to be one of the top priorities. Some suggestions include:

- Create a consistent schedule of virtual team meetings to ensure everyone is being kept in the loop on updates, expectations and next steps.

- Managers should also continue to hold regular 1-1's/supervision with staff to give them an opportunity to address any personal concerns in private.
- Create virtual opportunities for staff to connect informally, to ensure they feel a sense of workplace community.
- Make sure staff who don't have the ability to connect through lack of technical expertise/equipment are contacted regularly so they don't feel isolated.
- Ask staff whether they feel that they are getting the information and support that they need. This should always be a two way process.

2. Flexibility

Staff may have caring responsibilities such as looking after young children, supporting teenagers with home-schooling or caring for older relatives. Employers need to think about how they can support staff to work differently and flexibly to do the jobs they are paid to do. This may include staff:

- working at different times such as evenings or weekends;
- working less hours and making up hours through using annual leave;
- agreeing to temporarily reduce their working hours;
- agreeing to change their contract to an annualised hours contract which will allow them to work more hours once things are more settled;
- requesting unpaid leave.

Employers should have an open conversation with staff to work out the best way to support staff to manage their workload.

For further guidance on these issues or anything related to employment issues in relation to the coronavirus pandemic, please email:

HR@yorkcvs.org.uk