

Aligning Work Arrangement Decisions

1. Conversations Among Team Members

We are all expected to have conversations about future work arrangements with our supervisor or manager. Many of us, whether in staff or faculty roles, are both:

- *Managers* responsible for decisions about our team's work, and also
- *Individual contributors* led by our own supervisor/manager.

In these conversations, it is important for both parties to consider individual needs and preferences, the needs of the unit, and the needs of the full team in working toward MIT's mission. Each of us may request a conversation with our manager to communicate our needs and interests in how work arrangements are structured as more people return to on-site work. The purpose of these conversations is to provide a constructive forum to discuss work arrangements, scheduling, safety and health, and other issues for the individuals and the team(s).

Note: Different MIT teams (departments, labs, centers, offices) have different names for manager and individual contributor positions among staff and faculty. If you would like this clarified for your role, [check with your Human Resources Officer](#).

2. Additional Resources to Facilitate Conversations

Individual contributors and managers may need additional support to align work arrangements. In such instances, the individual contributor, either on their own or together with their manager, should set up a meeting with either their unit's human resources administrator or department leadership (e.g., administrative officer, department head, or assistant dean) for further discussion.

The Institute is also in the process of identifying facilitators to support flexible work arrangement alignment conversations. Individual contributors, managers, or whole teams will be able to reach out to these facilitators for assistance as needed.

In addition, MIT Human Resources (HR) can also facilitate conversations or recommend other Institute support options. For example, the MIT Ombuds Office is a confidential and independent resource for all members of the MIT community to constructively manage concerns and conflicts related to your experience at MIT.

Note: MIT HR and others will facilitate dialogue to find the best solutions.

3. Learning, Tracking, and Adaptive Processes

Consistent with MIT's culture and values, aligning work arrangements should be viewed as an experimental and learning process for us all. Departmental and Institute leaders will be looking to learn from your experiences to put practices into place to support success and track issues.