

Dear Supervisors:

As we pass the one-year anniversary of a remote work environment, we recognize weariness can set in. Competing priorities at home and work, new business processes, and electronic communication can take a toll on individuals and teams.

As supervisors, we are responsible for taking time to check in with our employees, talk with them, and help them see bright days ahead. It is also our responsibility to evaluate our team's workloads to see where new efficiencies can be gained, as well as identify and troubleshoot potential problems before they grow too difficult to easily manage.

Ideas for Supervisors

Intentionally engage your team members during this period of remote work and consider the following:

- Ask employees and teams if they experience ongoing challenges, and help overcome them.
- Ask employees for their ideas to improve processes in the remote environment.
- Schedule time for team meetings to promote collaboration, communication, and camaraderie.
- Acknowledge if employees are putting in longer hours or being asked to work on projects normally outside of their scope of responsibility. Reassure them this will not last forever.
- Thank your team members for their efforts and ways they continue to embody the spirit of Pepperdine during an otherwise disruptive time.
- Consider how you affect the team's morale. Read a [Harvard Business Review](#) article that cites how supervisors can, perhaps inadvertently, cause stress within teams.
- Attend the [Supervisor Town Hall](#) on Monday, March 29th.

Resources Available to All Employees

Utilize and encourage your employees to take advantage of many wellness resources the University provides its community members:

- [Health Advocate](#)
 - Pepperdine's Employee Assistance Program gives employees and their immediate family members the benefit of 10 free mental health coaching sessions per year, while also providing top-tier recommendations for nearby assistance.
 - Health Advocate also actively updates its Mindfulness and Stress Management webpage located on every employee's Health Advocate portal, offering workshops, tips, and helpful resources tailored around mindfulness and stress management.
- [Human Resources Webinar Collection](#)
 - Employees and their family members can watch and participate in any webinar hosted by Human Resources, many of which are recorded and viewable at home. Some webinar topics include: parenting support; personal finances; and work-life integration.
 - Consider team-building by watching a webinar together and leading a small discussion afterward. Some webinar topics include: resilience and stress management; uncertainty and change management; and productivity and accountability.
- [Human Resources At-Home Activities](#)
 - Employees and their family members can also take advantage of at-home resources, including educational activities for children, mindfulness exercises to help cope with stress, and spiritual support resources.

Thank you for your leadership as we collectively work to return to campus stronger than before. Please let us know how Human Resources can support you

as we once again demonstrate the very best of our University.



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