



Education, Engagement & Early-Career Development (EdEC)

Guidelines to operationalizing the EdEC Code of Conduct

Updated: 12 February 2024

Team Culture

- Hold regular get-togethers that include remote workers and consider work schedules, commuting challenges, care for family members, and days of religious observance when selecting a time.
- Celebrate the team and celebrate the individual when acknowledging wins in meetings or by email.
- Create a supportive space to share personal challenges that may be impacting our work schedule

Meetings

- Communicate when meeting attendance is required or optional and when an alternate can attend in your place. (i.e. normalize not having to attend all meetings)
- Make it clear whether a meeting is virtual, in-person, or hybrid. Indicate the meeting platform (e.g., Zoom versus Google Meet) ahead of time.
- Be considerate of scheduling meetings during the 12-1 PM Mountain Time lunch hour, early mornings, late afternoons or evenings, religious and cultural holidays unless agreed upon ahead of time. Suggested meeting hours are 9 AM - 12 PM and 1 PM - 4 PM Mountain Time.
- When possible, set up meetings with enough advance notice so attendees have time to prepare for a productive meeting. Provide an agenda or meeting goal in the meeting calendar invitation so attendees know what to expect. If appropriate, indicate that the meeting is open format. When possible, it is great to include the approximate duration of each item of the agenda.
- Each meeting should have a designated lead, who communicates the meeting focus or goal, and reviews next steps at the end of meetings as applicable, while staying flexible to changing needs.
- While some meetings can benefit from having a set agenda, others might need to be an open format that encourages discussion and creativity.
- Use shared meeting notes for transparency and also so the team can review information at a later date.
- Consider using meeting time for group work vs. reporting out only.

- Allow transition time between meetings within the hybrid work environment. For example, limit meetings to 25 or 50 minutes. Google calendar has default settings for this.

Communication

- Be aware that some EdEC staff have additional work/jobs outside of EdEC which may require a different kind of focus/attention when compared to their EdEC work.
- Use the new Social Email Alias (edec-social) to share wins, congratulations, birthdays, fun stuff.
- It is perfectly fine not to respond to an email if it is not directed to you in the email greeting.
- Develop a way for EdEC staff to check in with the EdEC DEI Committee
- Recognize that taking time for informal checking in and socializing increases productivity and innovation.
- We'll learn and practice [Active Listening](#) skills

Project Work and Management

- Set working hours and designate in calendar whether working in office, from home, or elsewhere (especially if you are working from a different time zone)
- Normalize blocking off days or hours for focus time
- Create subteams for targeted progress on specific items over a finite duration.
- Develop a system to avoid competing deadlines (list of tasks + deadlines)
- Use the shared EdEC calendar to avoid meeting conflicts
- State the “date by” for requests being sent