Creating Workplace Standards

**Rural Community College Team Expectations Worksheet**

**Manager:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Department:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Team Members:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Consider having space for individual team member expectations as well)

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Purpose:** This worksheet is designed to facilitate clear communication of expectations for our team, ensuring everyone understands how we operate daily and how our individual and collective efforts contribute to the department's and the college's success.

**Workplace Standards:**

1. **Dress Code:** (Specify the expected attire. Be mindful of the rural community context and any professional standards.)
	1. General Expectations:
	2. Specific Situations (e.g., meetings with external partners, campus events):
2. **Work Time & Attendance:**
	1. Standard Work Hours:
	2. Expectations for Punctuality:
	3. Procedures for Reporting Absences/Tardiness:
	4. Flexibility/Remote Work (if applicable and guidelines):
	5. Meeting Attendance Expectations:
	6. Breaks and Coverage:
3. **Day-to-Day Operations:**
	1. Communication (e.g., response times for emails/calls, preferred methods):
	2. Adherence to College Policies & Procedures:
	3. Use of College Resources (e.g., equipment, supplies):
	4. Office Appearance & Workspace:
	5. Confidentiality Expectations (FERPA):
4. **Professional Conduct & Teamwork**
	1. Expectations for Respectful Interactions: (with colleagues, students, and the public):
	2. Collaboration & Teamwork Expectations:
	3. Problem-Solving Approach:
	4. Respectful Workplace Conduct:
5. **Other Expectations:**

**Review & Agreement:**

* **Manager Comments:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Team Discussion Points:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Signatures:**
	+ Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Team Member 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Team Member 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ (Add lines for all team members)

**Next Steps:**

* Schedule a team meeting to discuss these expectations.
* Review and revise this document collaboratively.
* Refer to these expectations regularly in team meetings and individual check-ins.
* Revisit and update these expectations as needed (e.g., annually, after significant changes).

This is a starting point. Remember to tailor it to the specific context of your Rural Community College and the unique needs of your department and team. Good luck!