

## REMOTE WORK PRACTICES AND PRINCIPLES

Khazar University position is that remote working is not an all-or-nothing proposition. It is one of many tools that enable our staff to keep the job.

### *Individual Factors for Successful Remote Work*

Remote work is most successful when employees:

- Have demonstrated the ability to follow company policies and procedures
- Can manage time and workload
- Have technological proficiency
- Have clear communication skills
- Have high self-management and self-discipline
- Have the desire and flexibility to work independently

### *Institutional Factors for Successful Remote Work*

Remote work is most successful when:

- There are clear expectations about how and when work is completed
- Tasks can be independently completed
- Employees have appropriate technological solutions to complete work
- There is transparency and communication among team members

As technology has made it possible to be more flexible in the way we work together to achieve our mission, Khazar University recognizes that some staff (especially IT and library specialists) seek the option of remote working on a regular, part-time basis. In appropriate circumstances, this preference can be accommodated. In addition, and also in appropriate circumstances, Khazar University may hire or transition existing staff to work remotely.

We have built Moodle as a diverse team working with the flexibility that they need. We see it as an alternative working arrangement to the traditional 9am – 6pm week in an office of the Khazar University. At Moodle this comes in many different shapes and forms.

- Working from home, ad hoc
- Variation to start and/or finish times (e.g. starting at 7am, finishing at 3pm)
- Flexi-hours or days (e.g. for remote workers, varying work times across the day/week to accommodate personal commitments, out of hours meetings etc.)
- Part-time work (variation to total number of hours worked per day or per week)
- Working in different locations from time to time

Another successful example of remote working is video conferencing. Online meetings are now much more effective, with ever advancing video solutions, bandwidth management and

the advent of cloud-deployed video collaboration platforms. Thanks to the growing popularity of video through social media and platforms like Skype, WhatsApp, its ubiquity as a medium has further socialized it ahead of its adoption in the enterprise space. The introduction of video collaboration solutions is another development that can further adoption, replicating a natural human visual perspective, allowing for adaptive and all-inclusive meetings.

Embedding a remote work culture should not be an all or nothing exercise. It's about giving our employees options to thrive in any given scenario. It's about greater flexibility, providing tools to help make sure every voice is heard and that everyone feels a valued member of a team. It's about being human rather than being just a cog in the wheel.