WORKING REMOTELY
at the Alamo Colleges District

We want our employees to be confident and successful as they work in remote locations. We listed some tips to help you Prepare, Engage, and Support our commitment to Students First.

**Prepare**
- **Be Alamo Colleges District in a remote location.** Live our values, Students First! Your work matters to impact or support students!
- **Understand Expectations.** Work your normal schedule. Get clarity on responsibilities and tasks from your boss. Be flexible to changes.

**Engage**
- **Create Your Space.** At home, find a space that is quiet, good lighting and comfortable to work in.
- **Connect With Technology.** Set up ACD technology at home. Log in with VPN, use online conferencing tools like ZOOM. Keep outlook calendars updated to show availability.
- **Remote Meetings.** Be ready for remote meetings. Use device cameras to stay connected. Show up ready to engage.
- **Minimize Distraction.** Remove yourself from other distractions. Keep to a routine schedule, daily task list or team check-ins.

**Support**
- **Connect as a Team.** Stay in touch with team members. Work on projects, encourage each other, keep each other accountable. Build trust by following through on daily/weekly tasks.
- **Keep Improving.** Check out AlamoTALENT to search courses that can help you navigate working from home. Make notes of areas to improve personally and in work processes.
- **Remember Wellness.** Follow your break and lunch schedule. Take short breaks to move and hydrate. Set personal parameters outside of your normal work schedule to stay balanced.

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