### Group Name
Voices of the Staff Network Team: Work/Life Balance

### Network Membership
- Network Members
- Facilitators and Advisor(s)
- Network members will select two representatives and one alternate from the group to serve on the Core Team

### Statement of Purpose
The Voices of the Staff network team for Work/Life Balance will encourage a sense of community among all University employees by promoting and facilitating staff participation through regular dialogue between the team, stakeholders, and executive officers where the staff perspective will provide insight in improving the University environment for all.

### Objectives
To examine the selected topic of Work/Life Balance by:

- Learning about current best thinking about balancing professional and personal life in today’s demanding workplace
- Bring awareness to the challenges faced in today’s workplace around balancing work demands with lifestyles
- Identifying opportunities and areas of interest, which could include such topics as flexibility in the workplace, university benefits that support work/life balance, tools for supervisors and managers, the accelerating pace of technology, generational expectations.
- Identifying and proposing mechanisms to support positive working relationships between employees and their managers that support work/life balance issues and recognize competing priorities and the influence of work/life balance on employee engagement
- Identifying mechanisms with the help of team advisors and others to generate and facilitate the flow of communication and information between different levels within work units (e.g. staff, managers, faculty, and leaders); promoting respectful communication and engagement that recognizes and value of providing avenues for work/life balance
- Serving as a sounding board for new initiatives or strategies as they relate to improving and enhancing work/life balance and creating alignment between work and lifestyle
- Finding ways to communicate what is learned with the wider staff community and to promote the role of VOICES in supporting work/life balance

### Scope
Discussions/activities might include:

- Education about the topic through readings, guests, video presentations, etc.
- Researching successful practices about creating, promoting and sustaining work/life balance in the workplace culture
- Providing advice and ideas about work/life balance programs to supervisors and managers
- Discussing the most effective ways to communicate and engage staff members in work/life balance programs and issues
- Creating mechanisms for improving workplace communication and practices and coordinating these activities wherever possible in order to maximize the use of existing or new data and minimize duplication

### Outcomes
Outcomes may include (for illustrative purposes):

- Suggesting to UHR and appropriate administrators ideas to enhance flexibility in the workplace experiences for the University’s staff members.
- Serving as a sounding board to provide advice and counsel about staff perspectives on work/life balance
- Developing ideas and preparing proposals and/or business cases for new ideas or programs.
- Implementing actions when they are in scope and approved.

**Boundaries**

**Exclusions:**
- Individual, local, and specific issues will not be addressed unless systemic
- Issues subject to collective bargaining will be respected

**Activity Timeline**

- Monthly meetings for network team members
- By first meeting: discuss and establish responsibility for note-taking
- By second meeting: select two core team members and one alternate
- Attendance at VOICES Annual Meeting

**Deliverables**

- Options to promote participation and regular attendance at meetings will be identified by team members at the start of each year
- Agendas, attendance, and meeting notes stored on the Voices of the Staff Google + site
- One or more topic-focused, value-added activities within each two-year time span
- Quarterly status updates to the Program Management Team
- Report on team activities in the VOICES Google + Community