



# **Remote Employment: Feeling like a Part of the Community Instead of Apart From the Community**

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# Background

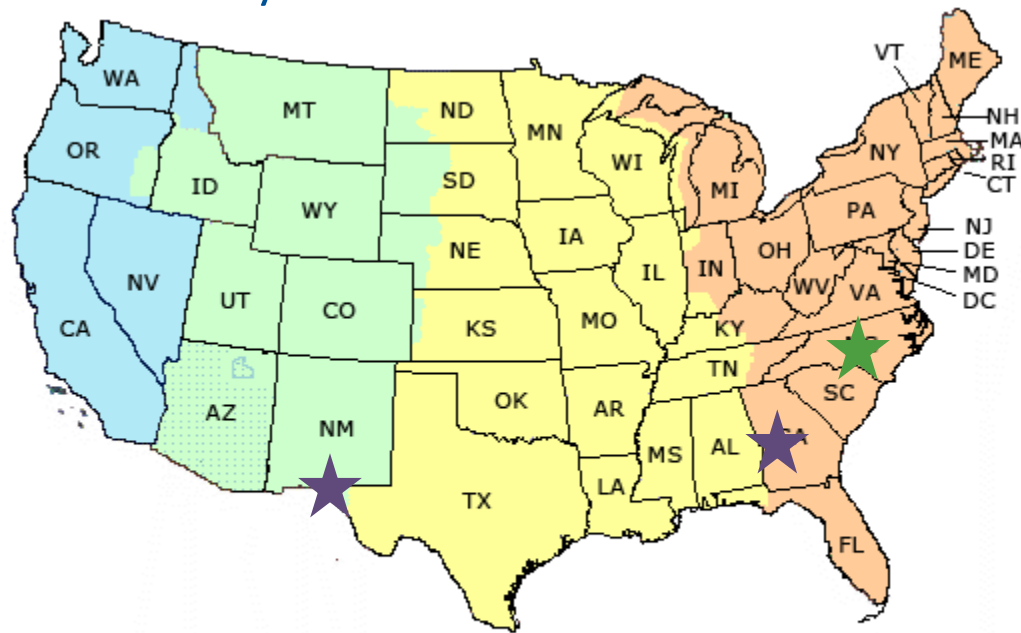
- In 2018, 42% of those 25 and older with advanced degrees performed some work at home\*
- Study in 2018 found that of employees that did not currently work from home, 65% would like to work from home at least once a month\*\*
- 51% of remote employees reported working remotely to improve work/life balance
- Sense of community leads to purpose-driven and engaged employees
  - However this can be difficult to achieve with remote employees

\*Table 6. Employed Persons Working at Home, Workplace, and Time Spent Working at Each Location by Full- and Part-Time Status and Sex, Jobholding Status, and Educational Attainment, 2018 Annual Averages." U.S. Bureau of Labor Statistics, U.S. Bureau of Labor Statistics, 19 June 2019, <https://www.bls.gov/news.release/atus.t06.htm>.

\*\*Pin, Estelle. "Our New Study Takes a Deeper Look into 'the State of Remote Work.'" *Our New Study Takes a Deeper Look into 'the State of Remote Work'*, 23 Feb. 2018, <https://www.tinypulse.com/blog/the-state-of-remote-work>.

# Personal Experience

- Started working at Rho in September of 2006
  - In the office for the first 6 years
  - Remote employee for the last 7 years
    - $\frac{3}{4}$  time for 4.5 years



Pacific  
Time Zone

Mountain  
Time Zone

Central  
Time Zone

Eastern  
Time Zone

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# Personal Experience



Photo by [Martin Widenka](#) on [Unsplash](#)

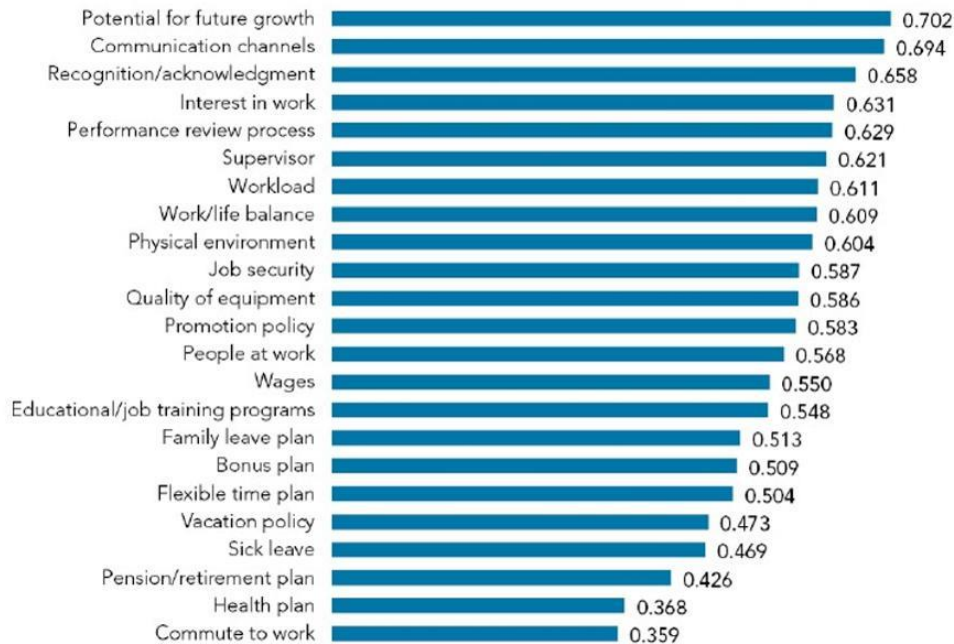
# Personal Experience



# Areas of Focus

Most of the top drivers of job satisfaction are related to employee development and communication practices

Job component correlation to overall satisfaction (2011–2018 aggregate)



Source: The Conference Board, 2019.

Levanon, Gad, et al. "Poll: Job Satisfaction Climbs to Highest Level in Over Two Decades." *The Conference Board*, The Conference Board, 29 Aug. 2019, <https://www.conference-board.org/press/pressdetail.cfm?pressid=9160>.

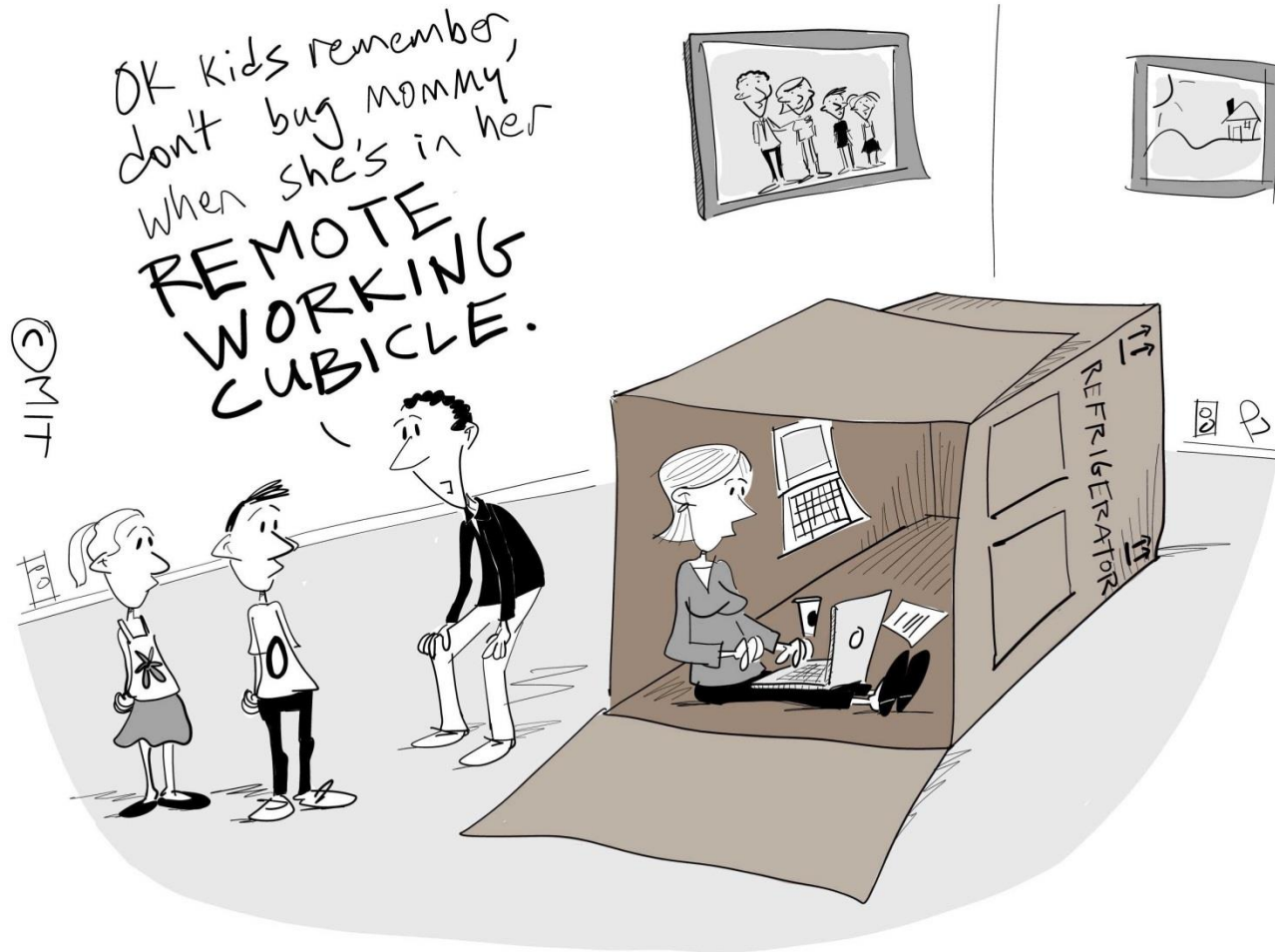
- Set Boundaries
- Water Cooler Chats
- Utilizing Technology
- Employee Development
- Employee Recognition

# Communicate Boundaries

- Set clear boundaries and work habits
  - Over-communicate in the beginning
  - Keep calendar up to date
    - OOO for coming month
  - Email regarding your standard schedule
    - Normal working hours
    - Response time for email, voicemail, instant messaging



# Communicate Boundaries



Cartoon by Phil Johnson



# Keep Up With Office Chatter

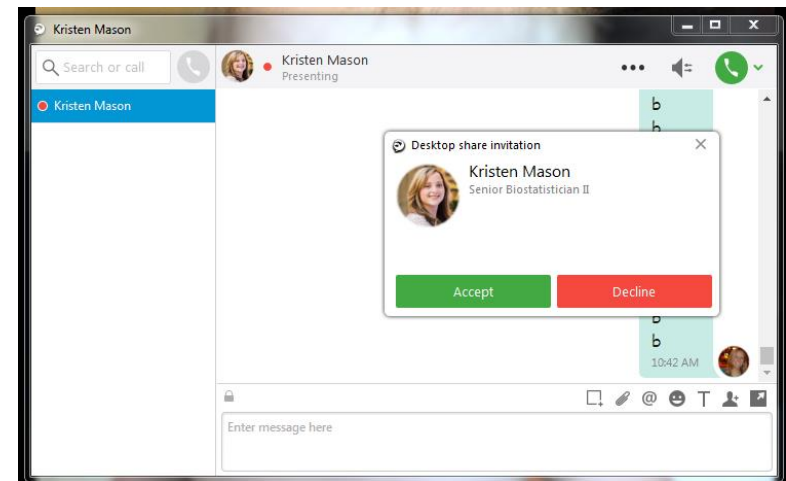
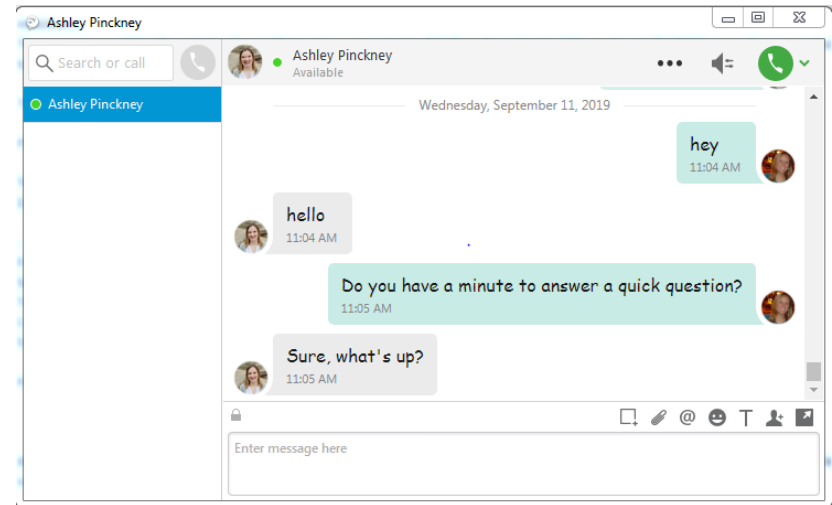
- Make time in your weekly schedule to check in with co-workers
- Follow any company forums where company-wide information is posted
- Employers can send out monthly emails of office information including new hires, employees leaving, major business news
- Team wide emails to share personal photos for events/holidays



Cartoon by Phil Johnson

# Utilize Technology

- Use chat platform to “pop-in” to a co-worker’s office to check if available for impromptu questions
- Screen Sharing software
  - Extremely helpful when troubleshooting coding issues or reviewing documents as a group
- Set up group chat for all coworkers that will be attending an external meeting
  - Allows for internal team discussion throughout the call as if you were in the same room



# Utilizing Technology

- Web Meetings
  - Allow everyone to feel like they are in the same place
- Video Conferencing
  - Useful at the beginning of remote employment to put faces with names

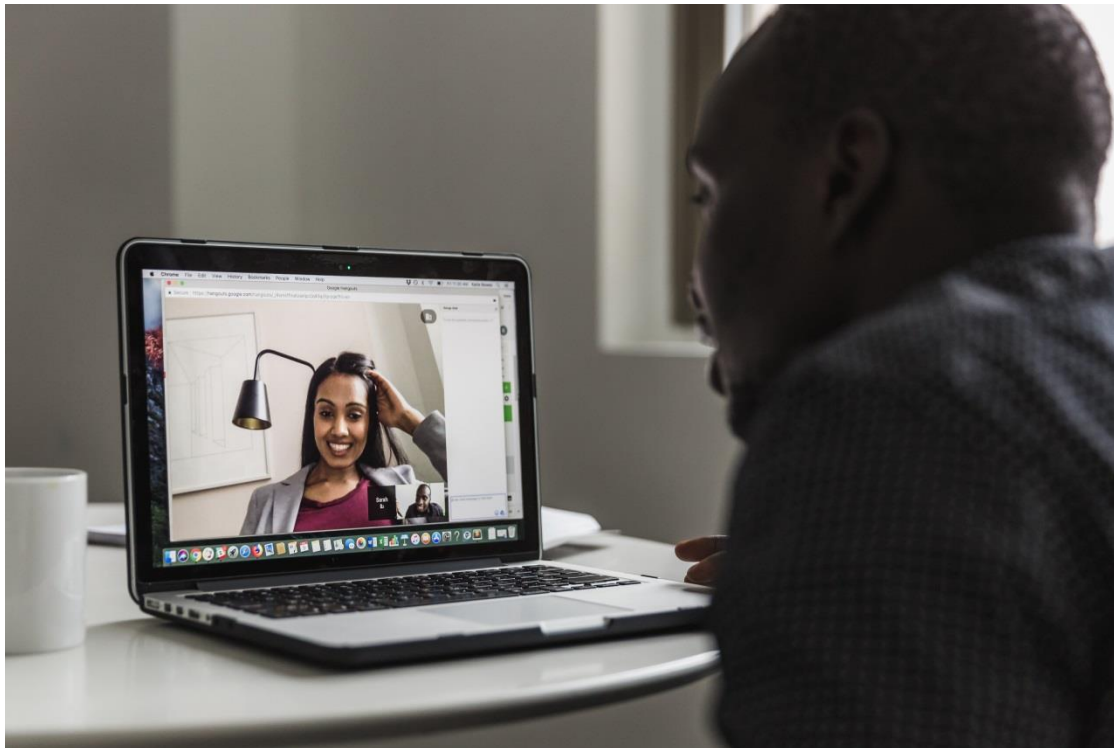


Photo by Matthew Henry from Burst

# Career Growth

- While career growth is always the responsibility of the employee, it is even more important to have an active role in your development as a remote employee
  - Advocate for yourself
    - Fewer informal network opportunities and limited face time leads to need to schedule feedback discussions regarding your career trajectory
    - Express areas of interest and areas for professional development
    - Track goals and career milestones
  - In-office mentor
    - Acts as a conduit of information for remote employee for training/growth opportunities
  - Ask for remote component to offered in-office training
    - If not possible, consider a trip to the office for training

# Avenues for Appreciation/Recognition



Photo by [Adam Jang](#) on [Unsplash](#)

# Other Steps as an Employer



- Bring remote employees into the office for onboarding
  - Have different team members provide training
- Provide documentation to reference when remote
- Schedule check-ins with manager
  - More frequent at start of remote employment
  - Develops open line of communication for feedback
  - Reduce frequency as needed

# Other Steps as an Employer

- Remote Employee Specific Meetings
  - Ability to discuss amongst remote employees
  - Raise issues specific to remote employees
- Employer Meet-ups
  - Host meet up events if you have multiple remote employees in the same area



Any Questions?