



## Decision on Internal Work Routines

### Rapporteur

Isak Lefvert, President.

### Background

When we are working together for the upcoming year in UF, we will sometimes experience the different working habits of ours. Without clarifying what should be our mutual expectations, or what should not, there is a risk for misunderstandings and frictions during the year. Not to mention, the stress caused by these.

### Solutions

- Contemplate "working hours", outside of which everyone is not expected to read nor respond to messages.
- Discuss a maximum response time on Slack.
- Agree on a special "important" tag on Slack messages.
- Discuss having our phone numbers on Slack.
- Agree on an hour a week when as many are at Office as possible.

The board decide to vote between the following options:

1. No set working hours, 48h important tag, phone numbers
2. Set working hours 8-21, 48h important tag, free Saturday

The board decides to adopt option number 1.