

CLA Work-Life Balance Guidelines

To maintain the physical and mental wellness of our CLA community especially during the hybrid work set-up, we **highly encourage** everyone to:

1. Set and respect personal boundaries. Consider regular office hours (8:00 am to 5:00 pm) when scheduling meetings and events, contacting faculty members, staff and students. **Recipients of emails are not obliged to reply immediately if they receive emails beyond office hours.** When sending emails, please use the Schedule Send option beside the Send button when sending emails beyond office hours. **If there is an urgent need to call or set a meeting beyond office hours, please give advance notice and get the consent of the concerned individuals.**
2. Be mindful of lunch break (12:00 nn to 1:30 pm) whether onsite or work-from-home. Remember that most of us also do chores for our families during this time when we are working from home. In fact, it is important to tend to our family needs even within the office hours. Just as long as we fulfill our work punctually and competently, this should be acceptable.
3. Schedule department/organization meetings and activities from Mondays to Fridays within office hours. **Please observe the Lasallians Time-Out: Community-wide Wellness Break by not scheduling meetings on Wednesdays 2:30 pm onwards.** With the exception of activities involving graduate students, consider scheduling an event beyond work hours only if the guest speaker is in a different time zone. Saturdays and Sundays are reserved for our families.
4. Use official channels of communication. Social media accounts are often for personal use. Please refrain from contacting others through these accounts, unless with consent. Likewise, we are not obliged to reply through these channels. Also, refrain from sharing another person's contact details to others without permission.
5. Give the recipient of your email enough time to reply. Since all communications are sent thru emails since the start of the pandemic, expect that everyone is attending to a bulk of emails every day.
6. Refrain from giving tasks that are beyond the person's job description. Compliance to these tasks is purely voluntary and cannot be imposed.
7. Allow opportunities for self-care by taking breaks from our daily routine. Encourage department and college staff to attend webinars that can contribute to their personal and professional growth that are scheduled during office hours. To participate in the various activities and programs on Mental Health Care and Well-being for faculty and staff, please click on this [link](#) of the DLSU Care Desk. For students who may need assistance for their mental health concerns, please email the Office of Counseling and Career Services (OCCS) at occs@dlsu.edu.ph.
8. Try to respect a person's choice to turn off video during meetings. While we encourage everyone to show their faces, we must understand their personal reasons for not turning on their videos. However, for classes, teachers may require the students to turn on their cameras.
9. Look after our colleagues, staff, and students and see if they are well by contacting them if you have not heard from him/her for a long time.
10. **Always try your best to extend kindness, patience, and understanding when dealing with others.** We do not know what the person is going through during this challenging time. We can never go wrong for showing these gestures.