



Application for Hybrid/Remote Work

Instructions:

Employees should speak with their supervisor to seek tentative approval and discuss remote work expectations before completing all sections.

Employee Name:

Current Position:

Department:

PART I Hybrid/Remote Work Statement of Agreement and Responsibility

(To be initialed by **Employee**)

- A. All employees working pursuant to a Hybrid or Remote Work Arrangement must be available during the University's regular business hours. Presence may be maintained by using appropriate technology, including but not limited to phone, computer, email, messaging applications, video conferencing, and/or text messaging.
- B. Employees must be available for staff meetings and other meetings deemed necessary by their supervisor. Employees are expected and be required to be physically present on-campus for staff and other in-person meetings or events even if they occur on a day that they normally work hybrid or remotely. If the employee is required to come to campus

for any reason, the employee is solely responsible for the cost of gas, mileage, hotel accommodations, and other travel expenses.

- C. The University will provide necessary equipment at its discretion for the employee's primary work location, which, in the case of a Hybrid Work Arrangement, will continue to be the employee's on-campus work location. Laptops will be provided as the primary computer for all employees with hybrid arrangements. Except for an assigned laptop, employees working pursuant to a Hybrid Work Arrangement are not permitted to take University-owned technology or other equipment to an Off-Site Location. The Office of Information Technology will be responsible for tracking all University-owned equipment assigned to an employee working pursuant to a Hybrid or Remote Work Arrangement.
- D. It is the employee's responsibility to arrange any additional equipment or services (printer, monitors or other computer equipment, phone service, internet service, etc.) necessary to facilitate working from an Off-Site Location. Reimbursements for printing, phone, internet service, or furniture for the off-site work location and all costs, whether relating to the initial set-up or the maintenance of an Off-Site location, will be borne by the employee.
- E. It is the responsibility of the employee working pursuant to a Hybrid or Remote Work Arrangement to protect all University-issued equipment, including but not limited to laptops and tablets, from theft, damage, and unauthorized use if any University-issued equipment is utilized by the employee at an Off-Site Location.
- F. An employee performing work at an Off-Site Location is required to ensure the confidentiality of university work products, including but not limited to documents, spreadsheets, presentations/trainings, employee and student data, and systems, including email. All university policies and procedures related to acceptable use and security continue to apply at the Off-Site Location.
- G. In the event of an internet or power outage, or similar event that would prevent an employee from being able to work from an Off-Site Location,

the employee must submit the appropriate leave or come to campus to complete the workday.

- H. In the event of a University closure, delayed opening or modification of operations, due to inclement weather, employees working a hybrid day or pursuant to a Remote Work Arrangement will have the same delayed or modified hours as employees working on campus.
- I. It is the responsibility of the employee's supervisor to notify Human Resources in advance prior to any permanent change in an employee's hybrid day.
- J. An employee performing work at an Off-Site Location is covered by workers' compensation insurance during the course and scope of employment, during the approved work schedule, and at the designated Off-Site Location. Neither the University nor the Pennsylvania State System of Higher Education assumes any liability for injuries that occur outside of the designated Off-Site Location, outside of an employee's normal work schedule, and/or outside the course and scope of employment. The employee is responsible for immediately informing their supervisor and Human Resources of any work-related injury or illness. The University reserves the right to visit the designated Off-Site Location for claim investigation purposes, which will be conducted in accordance with any applicable work injury policies or procedures.
- K. The employee understands that a Hybrid Work Arrangement is not a benefit of employment, employee right, or guarantee. Either the employee, employee's supervisor, or applicable Vice President may end a Hybrid Work Arrangement at any time. Failure to receive a satisfactory rating on an annual performance evaluation will result in the termination of an employee's Hybrid Work Arrangement. A Hybrid Work Arrangement does not change an employee's terms and conditions of employment the required compliance with, and application of, University policies. Additionally, compensation and/or benefits do not change because of a Hybrid Work Arrangement.

PART II – Selection of Days (To be completed by **Employee**)

Check **ONE**:

I request to work remotely on the same day each week:

I request to work remotely on the same two days each week:

I request to work up to two different days each week, based on operational needs. I understand that these days may be different each week and my supervisor may determine the days.

Employee signature

Date

PART III – Approval of Days (To be completed by **Direct Supervisor**)

Check **ONE**:

I approve of this arrangement as requested above.

I approve of this arrangement with the following changes:

Check **ONE**:

Employee may work the same day each week on the following day:

Employee may work the same two days a week the following days:

Employee may work up to two different days each week, based on operational needs.

I do not approve of this arrangement at this time.

Reason (Optional):

PART IV – Responsibilities (To be completed by **Direct Supervisor**)

1. Describe the primary duties, responsibilities, and assignments that will be performed at the remote location.
2. Describe any additional equipment that would be required for the primary duties.
3. Describe how the employee's work performance will be evaluated when at the remote location.
4. Describe the method and frequency of communication expected between the employee and supervisor during remote work.

PART V - Approvals

Direct Supervisor

Date

I do not approve of this arrangement at this time.
Sign to continue to Divisional VP

Dean/Director

Date

I do not approve of this arrangement at this time.
Sign to send copy to Human Resources

Divisional Vice President

Date