THE GEORGE WASHINGTON UNIVERSITY
WASHINGTON, DC

Remote and Hybrid Work Agreement Aid - Staff

This form aid is designed to provide staff members with the step-by-step procedures for completing the form. *Prior to completing the form, please ensure that you have discussed this agreement with your supervisor.*

5. Select the link to the Remote and Hybrid Work Agreement site.
    a. You may be prompted to log into the site. Please enter your UserID and password.
    b. Select Submit a Remote and Hybrid Work Agreement
    c. Once you arrive at the Remote and Hybrid Work Agreement page, select "Submit your Remote and Hybrid Work Agreement" to complete the agreement.

Only staff designated hybrid or full-time remote should complete this form.

Note: If the form does not load or open, please update your browser settings to resolve the error. Follow these instructions for Safari and Chrome.

Please review the following before completing the Remote and Hybrid Work Agreement form.

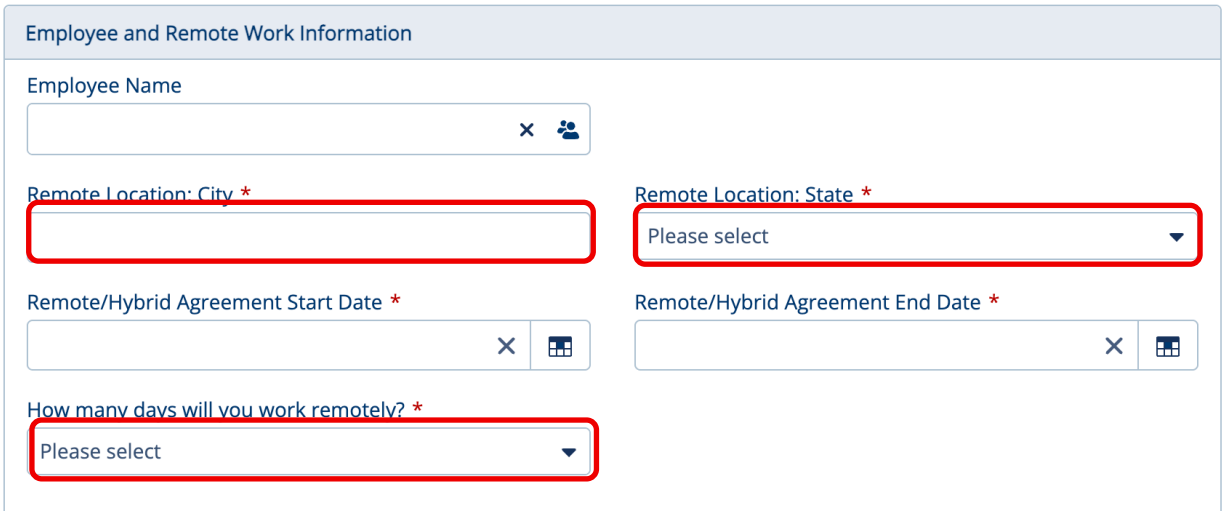
If your position designation is either hybrid or full-time remote, you must have a signed Remote and Hybrid Work Agreement on file. Staff members should consult their managers prior to completing this agreement. Please note: Remote and Hybrid Work Agreements only apply for the academic year for which they are submitted and must be re-submitted each year. The agreement can be revoked at any time with a 30-day notice.

Submit your Remote and Hybrid Work Agreement

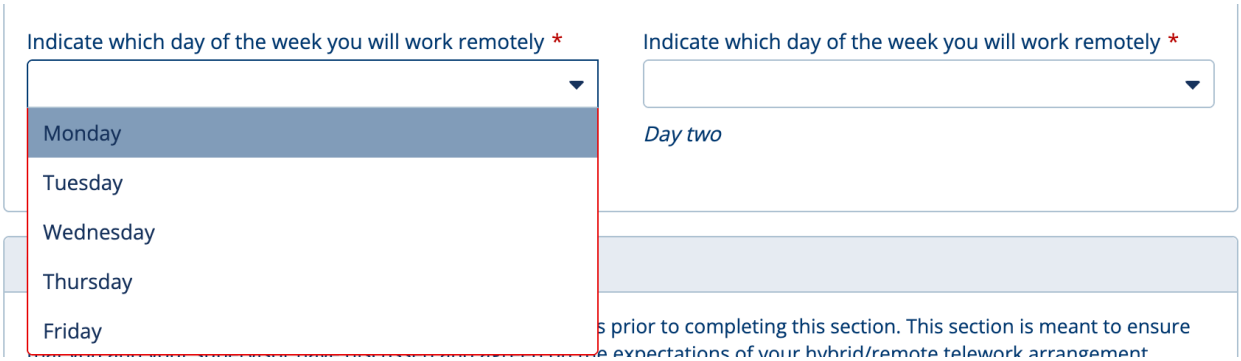
Form Aids to assist with completion of the form:

- Remote and Hybrid Work Agreement Aid - Staff Member (PDF)
- Remote and Hybrid Work Agreement Aid - Manager (PDF)
- Remote and Hybrid Work Agreement Aid - HR Business Partner (PDF) --
- FOR HRBPs: Guide for Identifying In Progress, Completed, or Denied

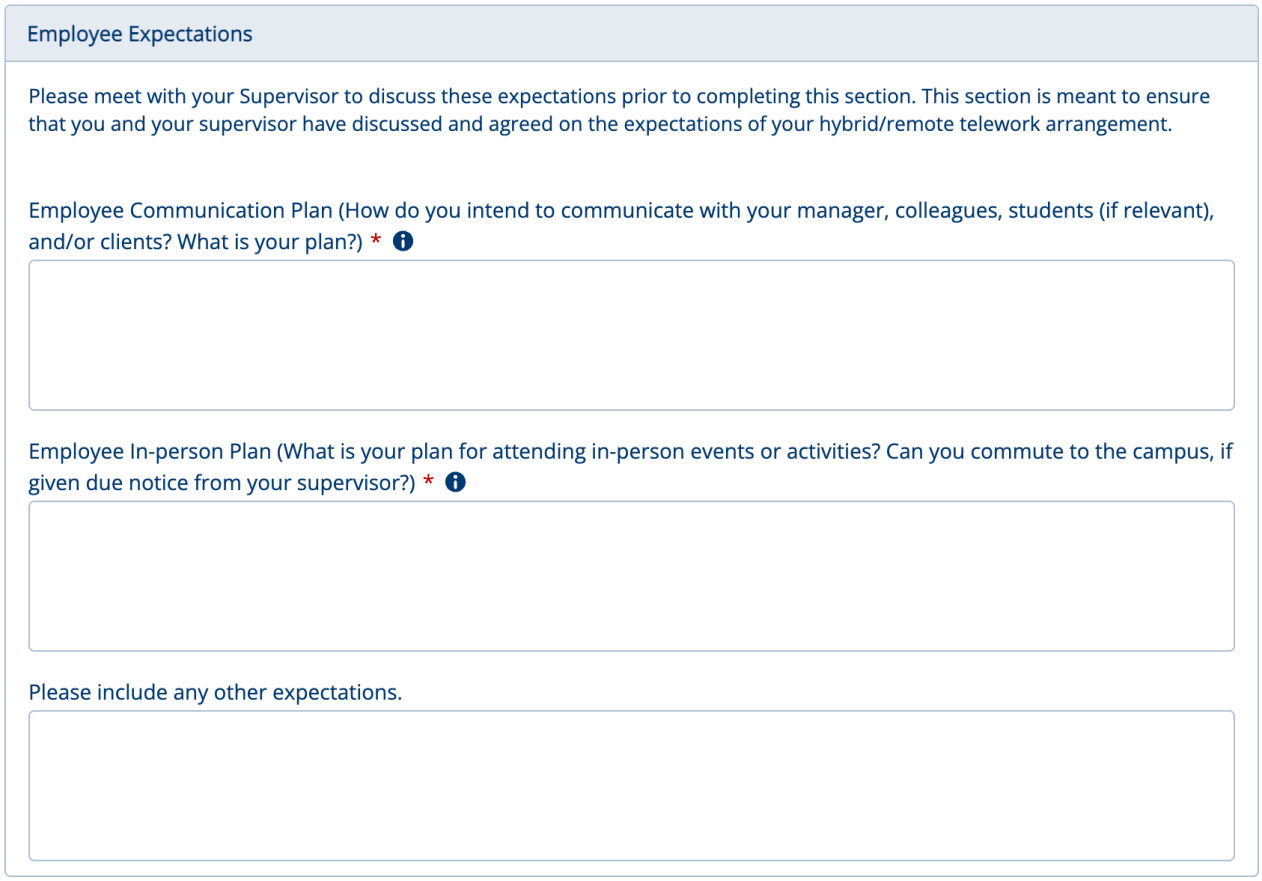
2. Fill out the first section of the form
3. Within the sample image below, some of the form will automatically populate with information (your name, and the current remote/hybrid agreement start and end dates based on the current cycle).
4. Please provide the City and State of your Remote Location. This should be the primary location that you will be working remotely from on your remote work days.
5. Select the number of days you will work remotely.
    a. For staff designated remote, please select "5 days per week full-time telework"
    b. For staff designated hybrid, select either "1 day per week telework" or "2 days per week telework" depending on guidance from your manager or unit leadership.



6. If you select "1 day per week telework" or "2 days per week telework," a drop-down section will appear for you to select your telework day(s).
    a. Beginning January 1, 2026, hybrid staff may not select both Monday and Friday as their remote work days.



7. Provide Expectations – Discuss with your Manager Before Completing Form
    a. In this section, you will be asked to provide the detailed expectations for how you will approach communication with your colleagues and clients, and to supply your plan for attending any in-person events (as deemed by your division/school and manager). These expectations must be discussed with your manager prior to completing the form. There is also a space provided to detail any additional expectations, as needed.



8. Complete the agreement
    a. Read through the detailed commitments.
    b. Complete the agreement by reading, confirming, and marking the two checkboxes.
    c. Click "Submit."
    d. You will receive an email alert notifying you that you have successfully submitted the form, and your manager will be notified to complete their step. *Please note:* there may be a slight delay in receiving automated emails from the system.