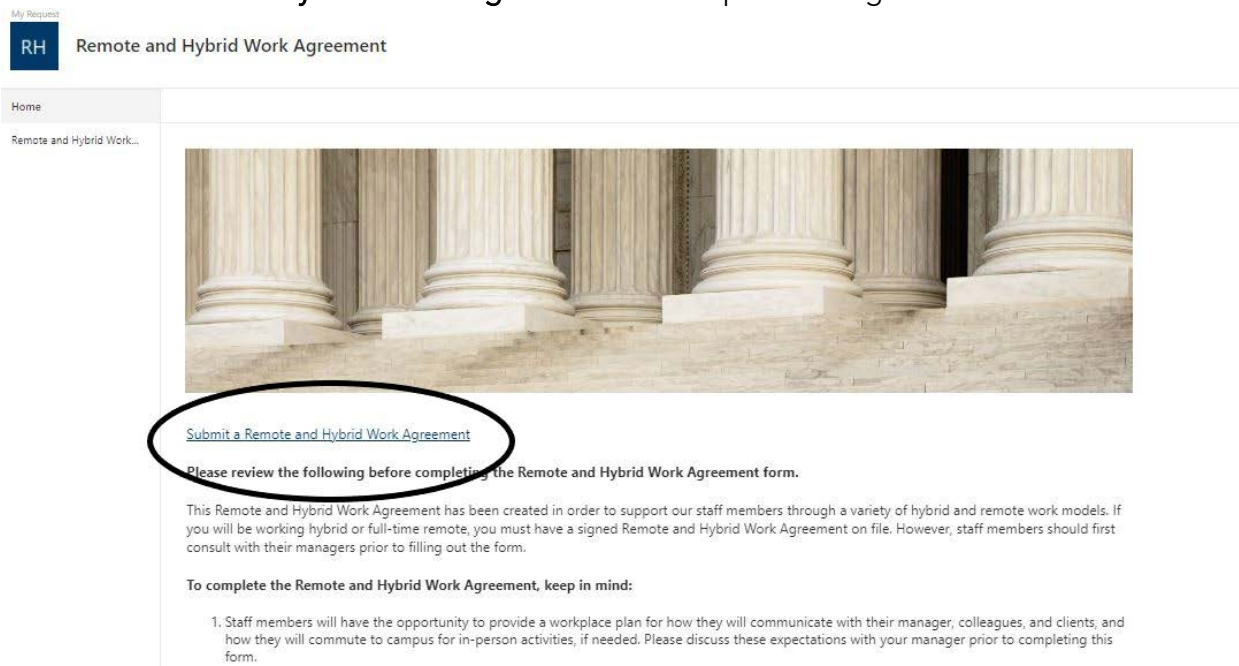


Remote and Hybrid Work Agreement Aid - Staff

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.*

1. Select [the link](#) to the Remote and Hybrid Work Agreement site.
 - a. You may be prompted to log into the site. Please enter your NetID and password.
2. Select **Submit a Remote and Hybrid Work Agreement**
 - a. Once you arrive at the Remote and Hybrid Work Agreement page, select **Submit a Remote and Hybrid Work Agreement** to complete the agreement.



My Request
RH Remote and Hybrid Work Agreement

Home
Remote and Hybrid Work...

[Submit a Remote and Hybrid Work Agreement](#)

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

This Remote and Hybrid Work Agreement has been created in order to support our staff members through a variety of hybrid and remote work models. If you will be working hybrid or full-time remote, you must have a signed Remote and Hybrid Work Agreement on file. However, staff members should first consult with their managers prior to filling out the form.

To complete the Remote and Hybrid Work Agreement, keep in mind:

1. Staff members will have the opportunity to provide a workplace plan for how they will communicate with their manager, colleagues, and clients, and how they will commute to campus for in-person activities, if needed. Please discuss these expectations with your manager prior to completing this form.

3. Select agreement type and supply hybrid/remote location
 - a. Select whether the agreement is **New** or a **Renewal**. If it is a **Renewal**, the information from your previous agreement will still be within the form, and you may edit and update as needed.
 - b. Within the sample image below, the blank squares display the sections where the form will automatically provide your information. The form will automatically supply your name, position, supervisor name, GWID, job title, FLSA status, Benefit Category, and school/division.
 - c. Please provide the **Hybrid/Remote Location** city and state. This should be the primary location that you will be working remotely from on your remote work days.

Remote & Hybrid Work Agreement

Type of Agreement *

New Renewal

Employee

Hybrid/Remote Location:

City *

Hybrid/Remote

Location: State *

GWID

Job Title

FLSA Status *

Exempt

Benefit Category

FT

School/Division *

Supervisor

4. Schedule details and Work Designation

- If relevant, provide the start date for this agreement to begin. If you do not provide a date, it will default to the date that this agreement is approved.
- Provide the schedule type that you will be utilizing during this agreement. If your schedule is **Fixed**, you will be reporting to campus on the same dates every week. If your schedule is **Variable**, your schedule may shift week-to-week.
- Select the **Work Designation** for your position. If you have any questions as to your specific designation, please consult your manager.
- Please use the additional space to provide a brief description of what type of hybrid schedule you are operating under. You do not need to complete this field if you are full-time remote.

100% Full-time Remote/Hybrid Start Date

If left empty, it will default to the day your request is approved.

Work Schedule *

Fixed Variable

Work Designation *

Hybrid Full-time Remote

Describe the planned hybrid schedule. If relevant, select the day(s) of week and location for the hybrid schedule below.

5. Provide Work Schedule and Telework arrangement

- Select the drop-down box under Telework arrangement to provide the number of days per week that you will be teleworking. If you will be operating on a variable schedule (the number of days changes week-to-week), please select **Other; less than 100% telework but varies per week**.

- b. Provide your scheduled work hours in the boxes, and select the relevant work-site location for that day. If you are not scheduled to work on a certain day, please select N/A.

Please provide the scheduled times and location for the days of the week that you are working.

Monday: From To

Tuesday: From To

Wednesday: From To

Thursday: From To

Friday: From To

Telework arrangement (select one): *

On Campus
 Telework
 N/A

On Campus
 Telework
 N/A

On Campus
 Telework
 N/A

On Campus
 Telework
 N/A

On Campus
 Telework
 N/A

6. Provide Break Time(s)

- a. If you are non-exempt, please provide your meal break. If you have scheduled break times as part of your position, please provide those break times here, if applicable. Remove the break times, if not relevant - they have been auto-provided to serve as an example.

If the employee is non-exempt, indicate the meal period:

AM Break Time

Meal Break Time

PM Break Time

7. Provide Expectations - Discuss with 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.

- b. When your manager completes their section of the form, they will also provide their expectations of you. You will receive these expectations in your approval notification email (if your manager has approved the agreement).

Expectations

Please meet with your Supervisor to discuss these expectations prior to completing this section. This section is meant to ensure that you and your supervisor have discussed and agreed on the expectations of your hybrid/remote telework arrangement.

Employee Communication Plan (How do you intend to communicate with your manager, colleagues, students (if relevant), and/or clients? What is your plan?) *	Employee In-person Plan (What is your plan for attending in-person events or activities? Will you be able to commute to the office readily?) *
<input type="text"/>	<input type="text"/>

Please include any other expectations.

8. Provide equipment list

- a. In this section, you will be asked to provide a list of all equipment that you may use as part of your regular job duties.
- b. To begin,
- Select an item of equipment (laptop, mouse, keyboard, etc.) from the drop-down menu under **Equipment**.
 - Then provide the **Service Tag number**. This number should be found on each piece of equipment. If missing from the equipment, leave the field blank.
 - Select whether the item of equipment was provided by you, the employee, or whether it was provided by the university.
 - Select where you utilize the equipment. If you use the same equipment item at both your **Telework Location** and **University Office**, select **Both Locations**. If you use two different pieces of the same item at two different locations, please complete two different rows. Example: *I use a different mouse in my Telework Location than I do in my University Office. I will complete two different fields to provide information on each mouse.*
 - For each new piece of equipment, select **Add New Row**.

Equipment

This section is meant to ensure that you have the equipment needed at both your telework location and your university campus office. In the below section, please select from the list each item that you may use. Indicate at which location you use this equipment, and who has provided the equipment. If you use the same piece of equipment at both locations, please select the box to indicate that under Equipment Location (e.g. I use the same laptop in my university office and at my telework location. I will select Both Locations). If you use two different items at two separate locations, please complete two separate rows by clicking the 'Add New Row' button (e.g. I use a different laptop in my university location than I do in my telework location. I will complete two different fields for the laptop.)

If you do not use that equipment as part of your regular job duties, do not select that equipment item.

Equipment

Please select a value...

Service Tag # (If found on equipment)

Provided by

Employee-Owned

University

Equipment Location

Telework Location

University Office

Both Locations

Equipment Notes

Add new row

9. Complete the agreement

- Read through the detailed commitments.
- Complete the agreement by selecting **Agree** and submitting the form.
- You will receive an email alert notifying you that you have successfully submitted the form. Please note: there may be a slight delay in receiving that email, and your manager receiving the notification that you have submitted a form.

Telework Commitments:

As an employee, I will successfully perform and accomplish my full job duties regardless of work location. I commit to:

- Availability and responsiveness during scheduled work hours.
- Responding timely to email, voicemail and other messages.
- Reviewing our Flexible Work Arrangement and Policy information on the HR site (<https://hr.gwu.edu/flexible-work-arrangements>, and <https://compliance.gwu.edu/flexible-work-arrangements>).
- Seeking advance approval to work overtime (if applicable).

By selecting this box, I agree to this Telework Agreement. *

Agree

Submit

Cancel

I have reviewed and approved this Telecommuting Agreement *

Agree

Submit

Cancel

To locate your agreement

1. Select Remote and Hybrid Work Agreement

- a. On the main [site page](#), under **Home**, select **Remote and Hybrid Work Agreement**.



The screenshot shows a SharePoint site page. At the top, there is a header with the text "Mu Request SharePoint start page" and a logo "RH" followed by the title "Remote and Hybrid Work Agreement". In the top right corner, there is a star icon and the text "Not following". Below the header is a navigation menu with two items: "Home" and "Remote and Hybrid Work...". The "Remote and Hybrid Work..." item is circled in black. To the right of the menu is a large image of classical columns. Below the image is a link that says "Submit a Remote and Hybrid Work Agreement".

The menu it should lead you to will display all your current requests, completed and in progress.