



Hybrid and Remote Work Checklist

Please follow these steps before signing the Hybrid and Remote Work Agreement:

- Staff member has reviewed the program details, policy, and Cabinet member's direction for their area, and has expressed an interest in exploring a hybrid and/or remote work arrangement with the supervisor
- Supervisor has evaluated the request utilizing the Hybrid and Remote Work Assessment Tool and has determined that both the role and the staff member may be suitable for a hybrid or remote work arrangement
- Staff member and supervisor have discussed departmental and operational needs, and have agreed upon a hybrid or remote work arrangement and a schedule that supports those needs
- Staff member and supervisor have confirmed an appropriate off-campus work location within Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, or Vermont
- Staff member has identified a work space that is conducive to successfully carrying out their responsibilities and is free from distractions
- Staff member has made appropriate dependent care arrangements during off-campus work hours
- Staff member and supervisor have confirmed what equipment and resources will be required to support the hybrid or remote work arrangement, consistent with the Hybrid and Remote Work Policy.
- Staff member and supervisor have both reviewed the technology and security requirements and related policies, and have established a plan that is consistent with them
- Staff member and supervisor have reviewed policies and requirements for Hybrid and Remote work, including [overtime, reporting hours for nonexempt employees](#), [attendance and leave policies](#), and [Workers' Compensation](#) policies
- Staff member is meeting or exceeding expectations for performance. Performance goals and assignments are current
- Staff member and supervisor have identified a schedule to meet and review how the hybrid or remote work arrangement is going, and at a minimum have scheduled a check-in six (6) months from the time of the Hybrid and Remote Work Agreement
- If needed, the supervisor has shared schedules to ensure coordination and communication among the team
- Following the conceptual approval of a proposed Hybrid and Remote Work request, the signed agreement will be created and formally approved in Workday