

Hybrid and Remote Work Arrangements
and Remote Exception Request
Manager Tasks

[Hybrid and Remote Work Arrangements](#) begin with the employee requesting their arrangement in Workday. If your employee has not done so, please refer them to the **Job Aid - Hybrid and Remote Work Arrangement** to begin the process.

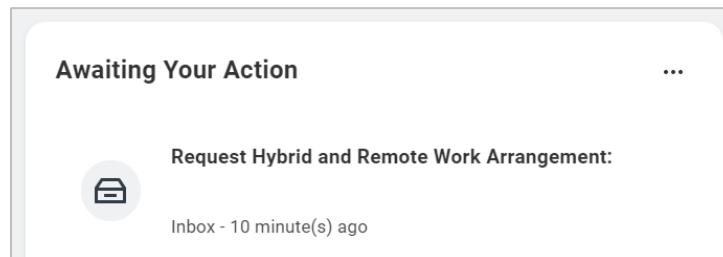
This job aid includes step-by-step instructions to assist staff and managers in navigating the following work arrangement request processes in Workday:

- Remote Arrangements (initial request) – continue to Page 2
- Hybrid-Flexible – continue to Page 5
- Hybrid – continue to Page 5
- Remote Annual Agreement Renewal – continue to Page 5

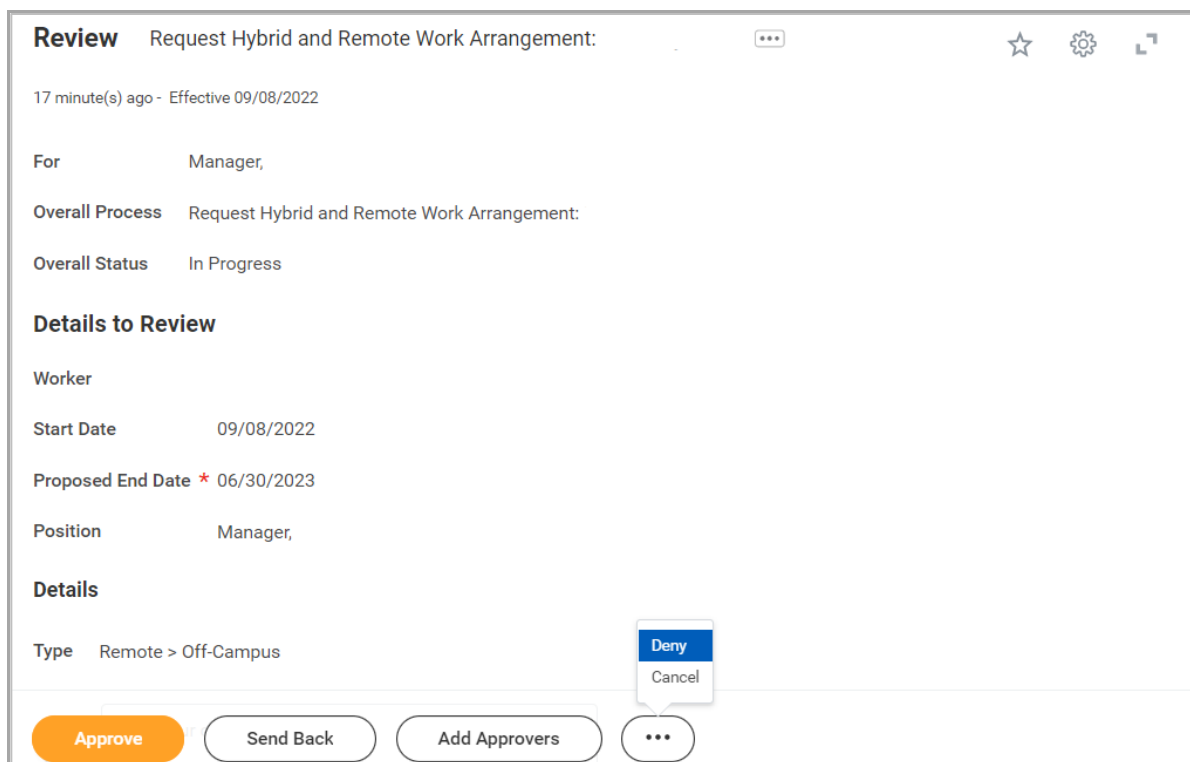
For all Arrangement Types – Manager Inbox Task

Once your employee has submitted their Hybrid and Remote Work Arrangement request, you will receive an inbox task.

Select the “Request Hybrid and Remote Work Arrangement” task in your inbox.



Review the arrangement details and select ‘Approve’, ‘Send Back’ or ‘Deny’.



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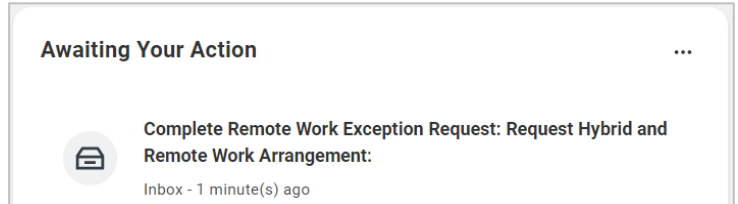
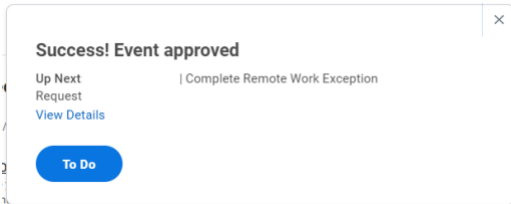
Arrangement Type: Remote (initial request)

If your employee requests a Remote Work Arrangement for the first time, additional steps and approvals are required in accordance with the Hybrid and Remote Work Policy. The arrangement is not final until approval has been documented and all electronic signatures on the agreement are complete.

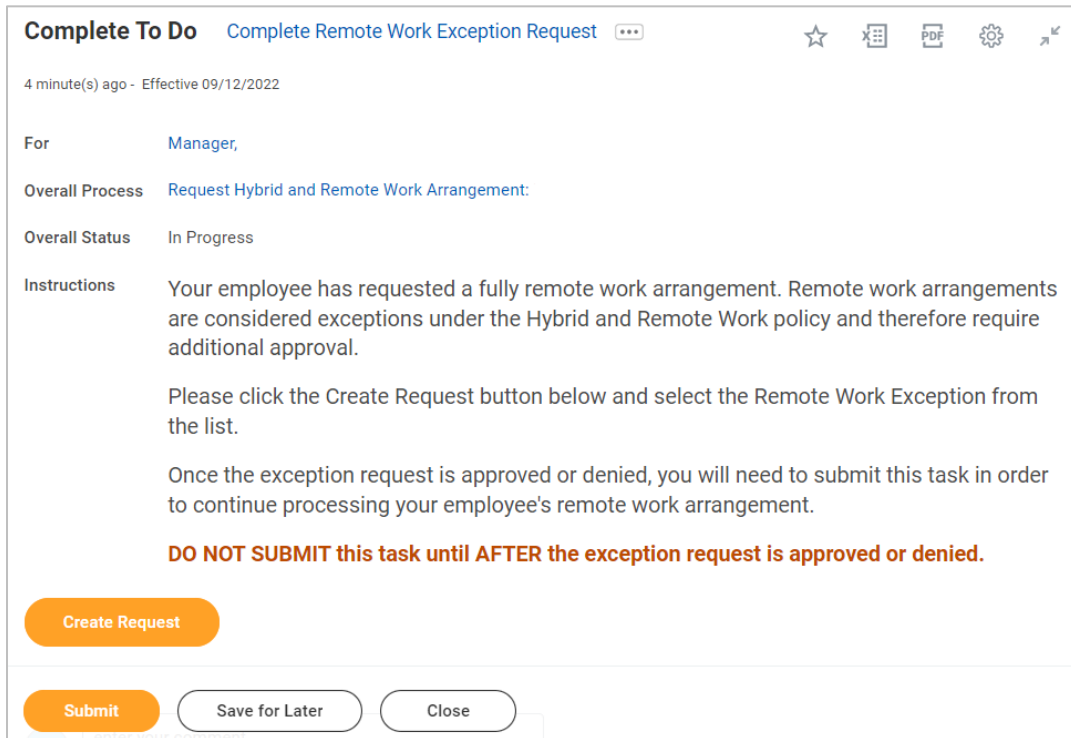
Click the 'To Do' task from the pop-up

or

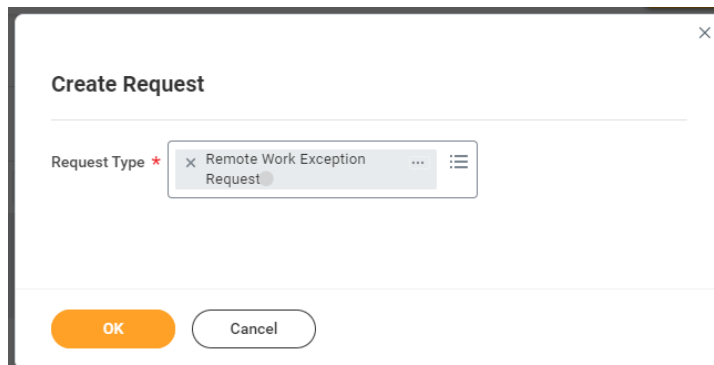
Select the 'Complete Remote Exception Request' task from your inbox



Click 'Create Request'.



Select 'Remote Work Exception Request'.



Hybrid and Remote Work Arrangements and Remote Exception Request Manager Tasks

Complete all required questions.

Important Notes

(1) On Behalf Of:

- If this request is for a current employee, enter their name in the field
- If you are recruiting for an open position, leave the field blank

(2) Employee State:

- If 'Other' is selected you will be prompted to specify the city and state

(3) Recruiting and Outside Approved States:

- If 'Yes' is selected you will need to provide additional information.

Click 'Submit'.

The exception request will be routed to the Cabinet, Human Resources and the PRC if it is outside of RISD's approved states.

Remote Work Exception Request 916 101

Remote work arrangements are an exception under the **Hybrid and Remote Work Policy**.

Any remote work arrangement involving work that will be fully performed at an off-site location must be approved as indicated below.

Remote work requests are based on:

- the strategic needs of the college, or department;
- staff recruitment or retention needs;
- tax, legal, and compliance considerations

IMPORTANT NOTES:

On Behalf Of field

- If this request is for a current employee **enter their name** in the field
- If you are recruiting for an open position, leave the field **blank**

On Behalf Of (1)

Please specify the position you would like to make remote.
(Required)

Does this exception request comply with RISD's philosophy and division plans related to remote work?
(Required)

- Yes
 No

Is the nature of the position, the core responsibilities, and the employee's ability to work in a self-directed manner suitable for remote work?
(Required)

- Yes
 No

Is the employee located in one of the approved states listed below? If not, select Other. (2)
(Required)

- Connecticut
 Maine
 Massachusetts
 New Hampshire
 New York
 Rhode Island
 Vermont
 Other

How does the proposed remote work arrangement contribute to and support RISD's strategic plan?
(Required)

How will remote work impact the operational needs and services provided by the department and on the quality and consistency of service to students, campus partners and other constituencies?
(Required)

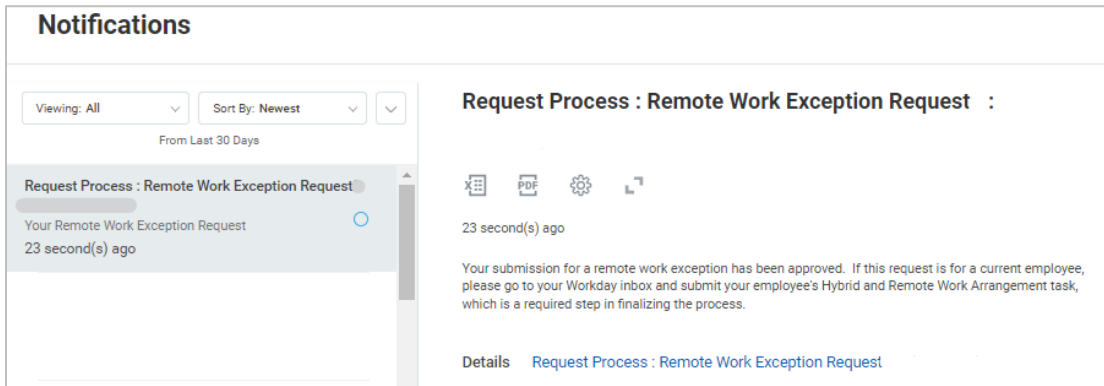
Are you recruiting for an open position **and** want to hire an individual outside of RISD's approved states? (3)

At the present time, staff members may be approved for remote work in Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island and Vermont.

- (Required)
 Yes
 No

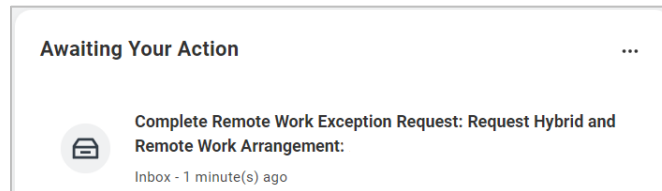
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A Workday notification will be sent once all approvals are complete.



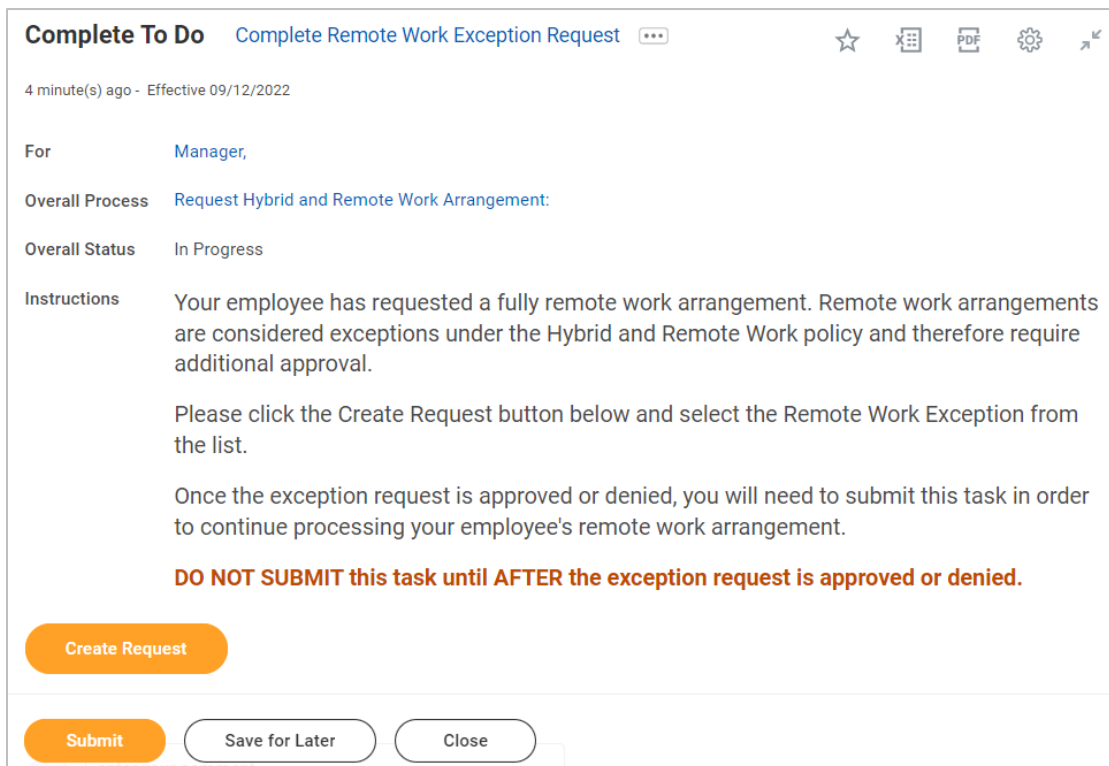
The screenshot shows a 'Notifications' window with a sidebar on the left and a main content area on the right. The sidebar has filters for 'Viewing: All' and 'Sort By: Newest', and a 'From Last 30 Days' indicator. A notification is listed in the sidebar: 'Request Process : Remote Work Exception Request' with a sub-item 'Your Remote Work Exception Request' and a timestamp of '23 second(s) ago'. The main content area displays the details of the selected notification, including a title 'Request Process : Remote Work Exception Request', a timestamp '23 second(s) ago', and a message: 'Your submission for a remote work exception has been approved. If this request is for a current employee, please go to your Workday inbox and submit your employee's Hybrid and Remote Work Arrangement task, which is a required step in finalizing the process.' There are also 'Details' and 'Request Process : Remote Work Exception Request' links at the bottom.

From your inbox, select the 'Hybrid and Remote Work Arrangement' that was approved for Remote Work.



The screenshot shows a 'Awaiting Your Action' notification card. It has a title 'Awaiting Your Action' and a three-dot menu icon. Below the title is a circular icon with a document symbol and the text 'Complete Remote Work Exception Request: Request Hybrid and Remote Work Arrangement:'. At the bottom, it says 'Inbox - 1 minute(s) ago'.

Click 'Submit'.



The screenshot shows a 'Complete To Do' task card. The title is 'Complete To Do' followed by 'Complete Remote Work Exception Request' and a three-dot menu icon. There are icons for star, list, PDF, settings, and share. The card shows a timestamp '4 minute(s) ago - Effective 09/12/2022'. The 'For' field is 'Manager,'. The 'Overall Process' is 'Request Hybrid and Remote Work Arrangement:'. The 'Overall Status' is 'In Progress'. The 'Instructions' section contains the following text: 'Your employee has requested a fully remote work arrangement. Remote work arrangements are considered exceptions under the Hybrid and Remote Work policy and therefore require additional approval. Please click the Create Request button below and select the Remote Work Exception from the list. Once the exception request is approved or denied, you will need to submit this task in order to continue processing your employee's remote work arrangement. **DO NOT SUBMIT this task until AFTER the exception request is approved or denied.**' At the bottom, there is a 'Create Request' button and a 'Submit' button, along with 'Save for Later' and 'Close' buttons.

The task will be routed to Human Resources once submitted.

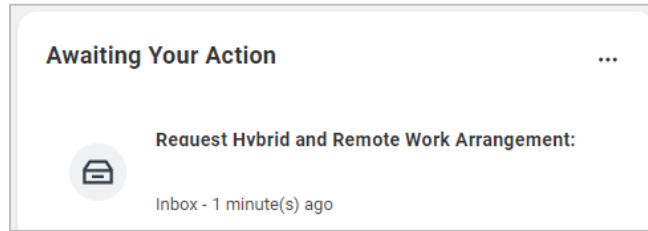
Once all approvals are complete the Document Signature process will begin. (Continue to page 6 for further instructions.)

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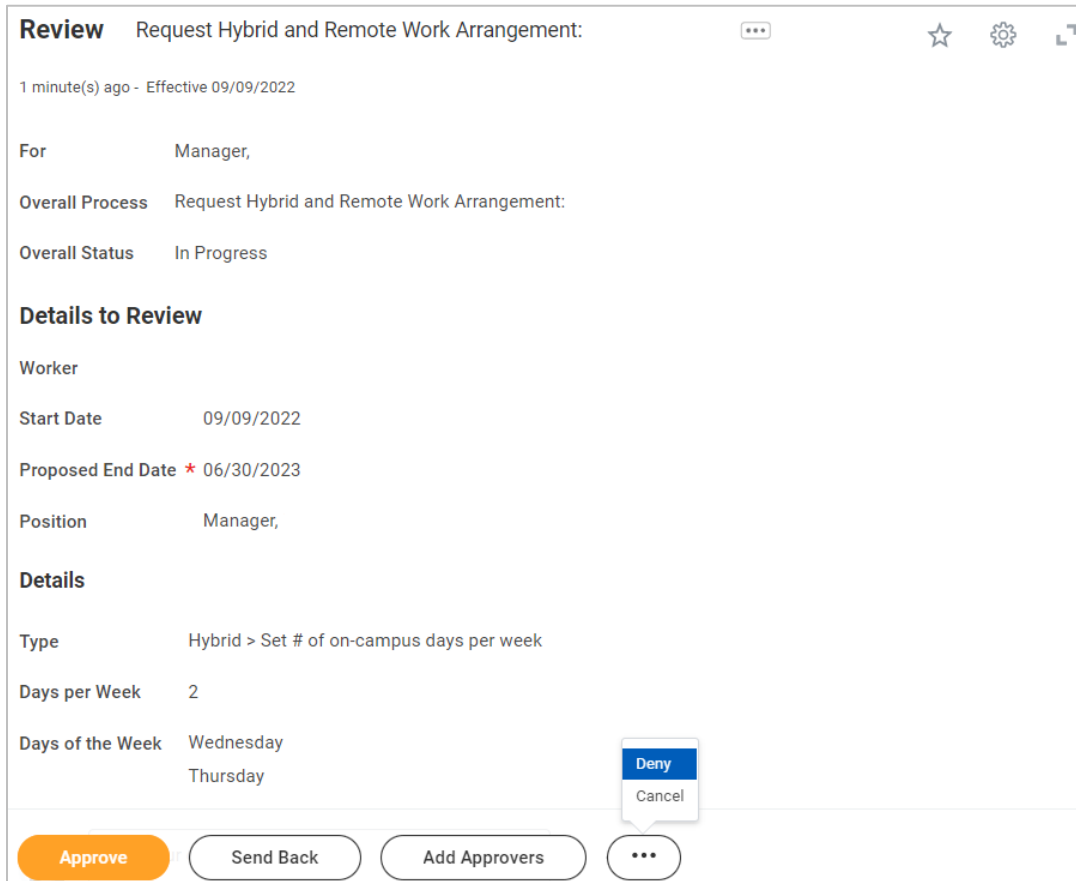
Arrangement Type: Hybrid-Flexible, Hybrid, or Remote Annual Agreement Renewal

After the Hybrid-Flexible, Hybrid, or Remote Renewal Arrangement request has been approved, the task will go to Human Resources for further processing.

Select the 'Request Hybrid and Remote Work Arrangement' task in your inbox.



Review the arrangement details and select 'Approve', 'Send Back' or 'Deny'.



Review Request Hybrid and Remote Work Arrangement: 1 minute(s) ago - Effective 09/09/2022

For: Manager,

Overall Process: Request Hybrid and Remote Work Arrangement:

Overall Status: In Progress

Details to Review

Worker

Start Date: 09/09/2022

Proposed End Date * 06/30/2023

Position: Manager,

Details

Type: Hybrid > Set # of on-campus days per week

Days per Week: 2

Days of the Week: Wednesday, Thursday

Buttons: Approve, Send Back, Add Approvers, Deny, Cancel

The task will be routed for approval once submitted.

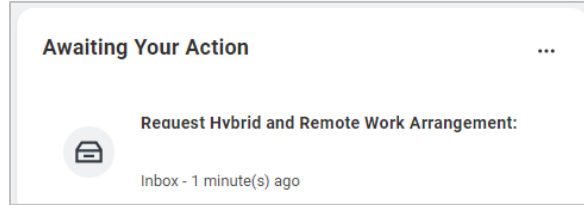
Following approval of a hybrid or remote work request, the Document Signature process will begin.

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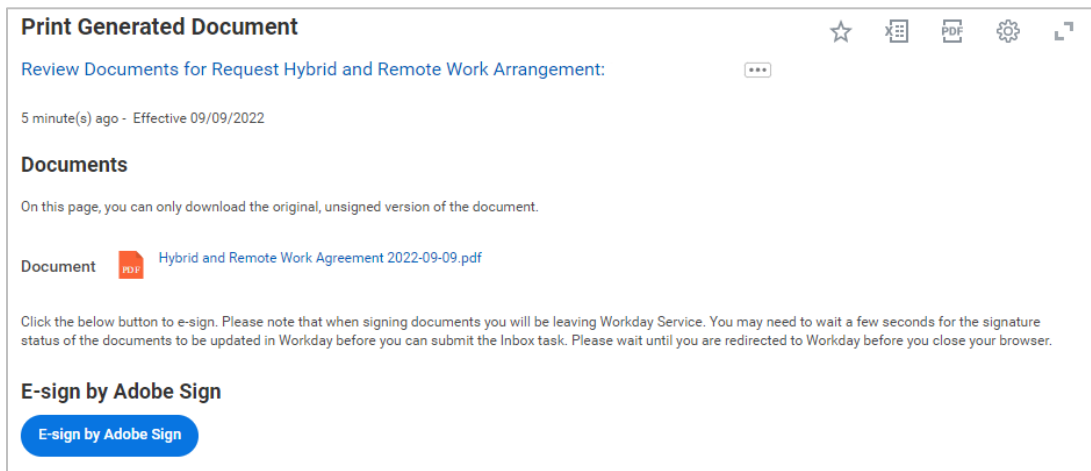
Document Signature Process

Once your employee has signed their Hybrid and Remote Work Agreement, you will be notified to sign the document.

Select the 'Request Hybrid and Remote Work Arrangement' task in your inbox.

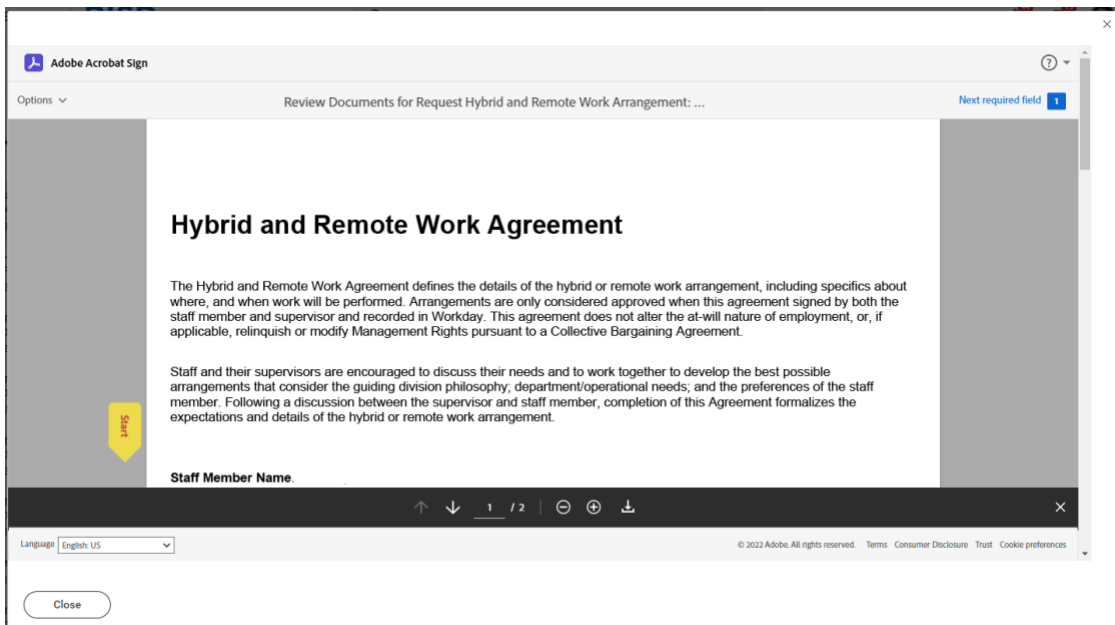


Click the 'E-sign by Adobe Sign' button.



From there, you will be directed to Adobe Acrobat Sign.

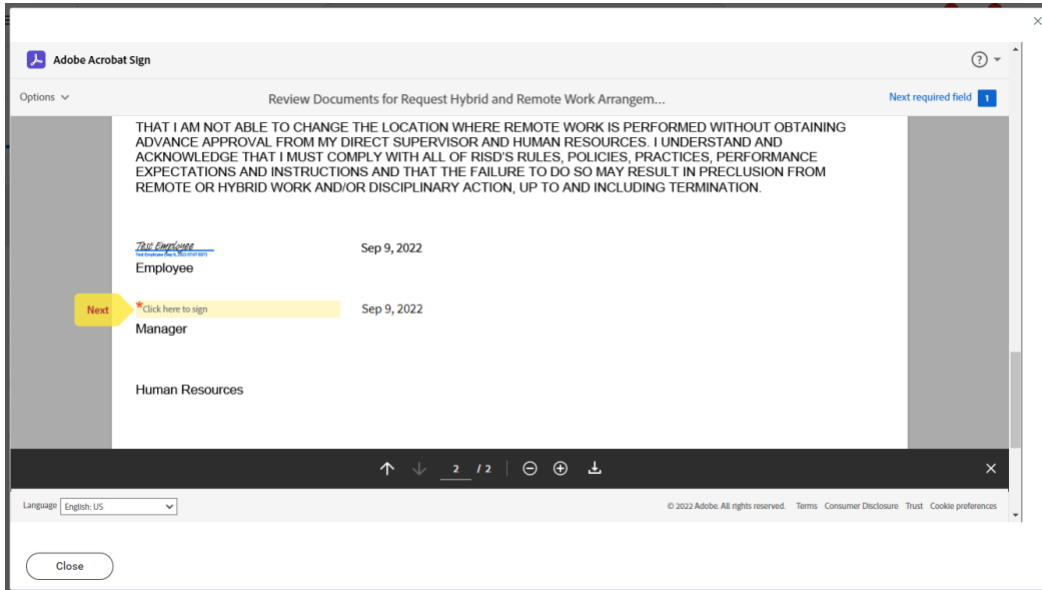
Read the Hybrid and Remote Work Agreement and click 'Start' to move to signature area or scroll to end of document.



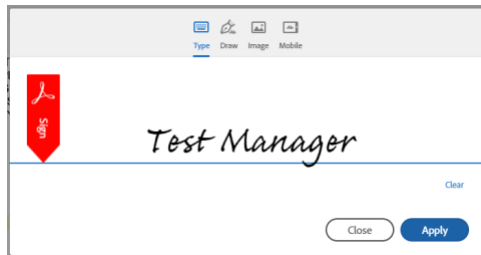
Your employee's signature will be on the document.

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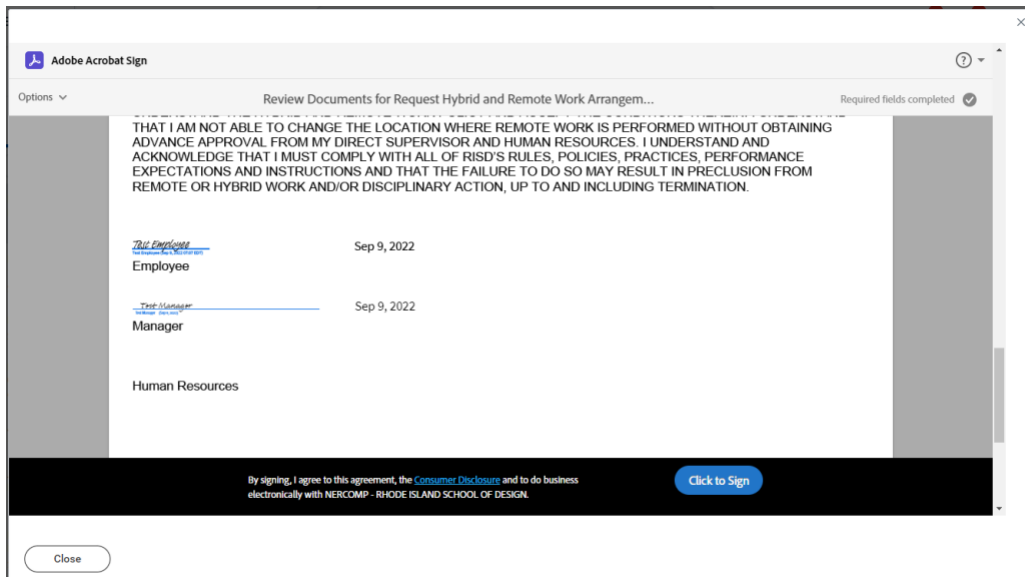
To sign the document, click in the highlighted area (***Click here to sign**)



Your name will automatically appear in the text box. Click 'Apply' to use the defaulted signature or, if necessary, edit your name then click 'Apply'.



Click the 'Click to Sign' button at the bottom to complete your signature.



Click 'Submit' in Workday.


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Print Generated Document

Review Documents for Request Hybrid and Remote Work Arrangement: ...

Documents

On this page, you can only download the original, unsigned version of the document.

Document  Hybrid and Remote Work Agreement 2022-09-09.pdf

Comment

Click 'Done'.

The document will be routed to Human Resources for signature.

The arrangement is not considered final until approval has been documented and all electronic signatures on the agreement are complete.