Type 'request hybrid remote work arrangement' in Workday search bar and select the task.

		Q request hybrid remote work arrangement (X)
		Request Hybrid and Remote Work Arrangement Task
	Enter the star	t date of the arrangement. Date must be on or after current date.
Date:	Please enter t agreement ar	he last day of the fiscal year (ex. 06/30/2026) in the field unless your employment or this e scheduled to end earlier.
	Click the drop	-down field to select your arrangement type.
	Pequest Hybri	id and Demote Work Arrangement

	Request Hybrid and R	emote Work Arrangement		×
	Please read the Hybrid and Hybrid and Remote Work Arrangen Start Date: Must be today or later Proposed End Date: Please enter th to end earlier.	Remote Work <u>policy</u> and visit the <u>webpage</u> nents are expected to be updated annually. ne last day of the upcoming fiscal year (ex. 06/30/202	for resources, instructions 6) unless your employment or this	and FAQ's.
	Start Date * 85/22/28 Proposed End Date * MM/DD/YY Position * Manager Details	^ 25 ₽ YY ₽		
	Type * Search Hybrid Hybrid-Flexible Remote			
			Cancel Save fo	r Later Submit
Search	:=	Search	:=	Search
← Hybrid		← Hybrid-Flexible		← Remote
Set # of on-campus d	ays per week	Flexible Schedule		Off-Campus
etails		Y		Request Annual Agreement Rer
pe * × Set # of o week	on-campus days per 🛛 🔃			

If Hybrid is selected, additional details are needed:

Days per Week – enter the number of days you will be on-campus per week •

:=

Days of the Week - select the days you will be on-campus per week from the drop-down list •

If you are currently on an approved Remote Arrangement and are requesting to continue, select 'Request Annual Agreement Renewal'.

Click Submit.

Detail

Туре

Days per Week

Days of the Week

0

Start Date:

Type:

Proposed End

1

Once the task is submitted, you will be directed to complete a questionnaire.

Click the 'Complete Questionnaire' task from the pop-up or Select the 'Address Details' task from your inbox



Enter the address where you will be performing your hybrid/remote work on the questionnaire. The address must be in the following format: Street, City, State Abbreviation, Postal Code

Example: 2 College Street, Providence, RI 02903

dres	s Details	
Hybrid	J & Remote Work Agreement Address Details	
Pl	lease indicate the location where your <b>off campus</b> hybrid/remote work will be performed. It must be in the following format:	
SI	reet, City, State Abbreviation Postal Code	
E) 2	xample: College Street, Providence, RI 02903	
(1	Required)	
	6	
Subr	nit Save for Later Cancel	

Once the Address Details task is submitted, you will receive a new task in your inbox.

Click the Review Hybrid and Remote Work Agreement task to review and acknowledge the Hybrid & Remote Work Agreement.

Awaiting Your Action					
A	Review Hybrid & Remote Work Agreement:				
_	My Tasks - 12 minute(s) ago				

Click the PDF link at the top of the task to review the Hybrid and Remote Work Agreement (see example agreement below)

#### Click the I Agree check box to confirm you have read and understand then Submit

Document	Hybrid & Remote Work Agreement 2025-05-27.pdf								
Instructions	Click the link above to review the Hybrid & Remote Work Agreement								
Signature Statement	nt This agreement is voluntary and may be revoked or modified by RISD or the staff member in accordance with the <u>Hybrid and Remote Work Policy</u> . This agre does not create an entitlement to continued hybrid or remote work. RISD reserves the right to end or modify the hybrid or remote work arrangement at any for any reason, but if the agreement is terminated, the supervisor will give the staff member written notice of at least 10 business days, unless unforeseen stances make that impossible. This agreement does not alter the at-will nature of employment, or, if applicable, relinquish or modify Management Rights p a Collective Bargaining Agreement.								
	It is expected that the staff member and supervisor will have ongoing dialogue on how the arrangement is working, and at a minimu will meet to review the hybrid or remote work arrangement at the six month point from the signing of this agreement.	um the supervisor and emplo							
	EMPLOYEE AFFIRMATION: THROUGH MY CHECKING THE BOX BELOW, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND POLICY AND ACCEPT THE CONDITIONS THEREIN. I UNDERSTAND THAT I AM NOT ABLE TO CHANGE THE LOCATION WHERE REM WITHOUT OBTAINING ADVANCE APPROVAL FROM MY DIRECT SUPERVISOR AND HUMAN RESOURCES. I UNDERSTAND AND ACK COMPLY WITH ALL OF RISD'S RULES, POLICIES, PRACTICES, PERFORMANCE EXPECTATIONS AND INSTRUCTIONS AND THAT THI RESULT IN PRECLUSION FROM REMOTE OR HYBRID WORK AND/OR DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION	THE HYBRID AND REMOTE I IOTE WORK IS PERFORMED NOWLEDGE THAT I MUST E FAILURE TO DO SO MAY N.							
I Agree									
	The Hybrid and Remote Work Agreement defines the details of the hybrid or remote work arrangement, including specifics about where, and when work will be performed. Arrangements are only considered approved when this agreement is approved by the								
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• All Remote > Off Campus and Remote > Annual Agreement Renewal requests will also route to the Cabinet Member for review/decision.

The Hybrid and Remote Work Arrangement *details* can be viewed on the Employee Profile.

• From the employee profile, select 'Job' on the side bar and 'Hybrid and Remote Work Arrangements' from the top

	Actions		Job Details	Manager History	Management Chain	Hybrid and Remote	Work Arrangements	Organizations	Suppor	t Roles Servi	ce Dates Wo	rker History
E Ph	S Email	品 Team	Reques	st Hybrid and Remote	Work							
			4 items								XII =	տեւ 🔳 🖩
問	Summary								Days			
ē	Job		Туре		Position	Supervisor	y Organization	Start Date	per Week	Days of the Week	Proposed End Date	Available Actions
њ	Compensation		Hybrid-Flexit	ble > Flexible Schedule	Manager,			09/09/2022			06/30/2023	End
$\overline{\mathbf{O}}$	Benefits											

Hybrid & Remote Work Agreement *agreement* can also be viewed on the Employee Profile.

From the employee profile, select 'Personal' on the side bar and select 'Documents' from the top

 The document will display in the Generated Documents section

	Actions		Personal Information	Vaccinations	Workplace Tes	its Emergenc	y Contacts IDs Documents My Job Applications			
8		品	Generated Documents	6 items						
Pho	one Email <sup>-</sup>	Team	Document	Signature Type	Signed By	↓ Signature Date	Signature Statement			
88	Summary		Hybrid & Remote Work	Acknowledgment	ıt	05/27/2025 01:44:08 PM	This agreement is voluntary and may be revoked or modified by RISD or the staff member in accordance with the Hybrid and Remote Work Policy. This agreement does not create an entitlement to continued hybrid or remote work. RISD reserves the right to end or modify the hybrid or remote work arrangement at any time and for any reason, but if the agreement is terminated, the supervisor will give the staff member written notice of at least 10 business days, unless unforeseen circumstances make that impossible. This agreement does not alter the at-will nature of employment, or, if applicable, relinquish or modify Management Rights pursuant to a Collective			
æ	Job		2025-05- 27.pdf							
Ш	Compensation						Bargaining Agreement.			
0	Benefits						working, and at a minimum the supervisor and employee will meet to review the hybrid or remote work arrangement at the six month point from the signing of this agreement.			
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	Contact						PERFORMANCE EXPECTATIONS AND INSTRUCTIONS AND THAT THE FAILURE TO DO SO MAY RESULT IN PRECLUSION FROM REMOTE OR HYBRID WORK AND/OR DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION.			
ප	Personal									