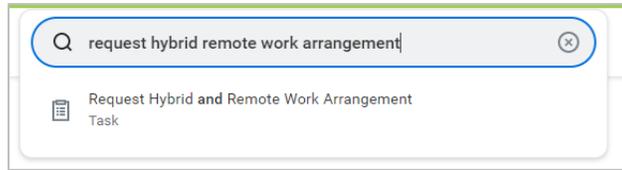


Hybrid and Remote Work Arrangements Employee Tasks

Type 'request [hybrid remote work arrangement](#)' in Workday search bar and select the task.



Start Date: Enter the start date of the arrangement. Date must be on or after current date.

Proposed End Date: Please enter the last day of the fiscal year (ex. 06/30/2026) in the field unless your employment or this agreement are scheduled to end earlier.

Type: Click the drop-down field to select your arrangement type.

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

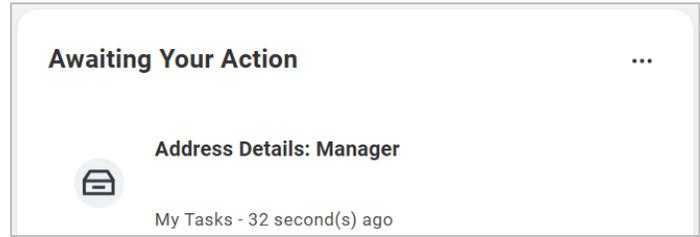
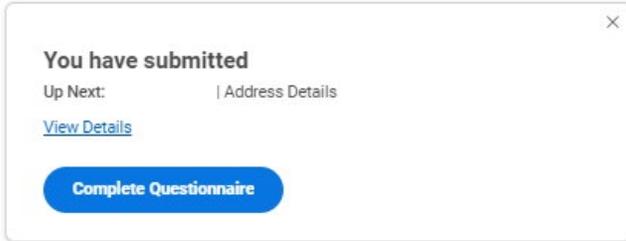
If you are currently on an approved Remote Arrangement and are requesting to continue, select 'Request Annual Agreement Renewal'.

Click Submit.

Hybrid and Remote Work Arrangements Employee Tasks

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

Address Details

'Hybrid & Remote Work Agreement Address Details' for Request Hybrid and Remote Work Arrangement:

Hybrid & Remote Work Agreement Address Details

Please indicate the location where your **off campus** hybrid/remote work will be performed. It must be in the following format:

Street, City, State Abbreviation Postal Code

Example:
2 College Street, Providence, RI 02903

(Required)

Submit Save for Later Cancel

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

Hybrid and Remote Work Arrangements Employee Tasks

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

Awaiting Your Action

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

Review Hybrid & Remote Work Agreement Review Documents for Request Hybrid and Remote Work Arrangement: ⋮

Documents

Document  [Hybrid & Remote Work Agreement 2025-05-27.pdf](#)

Instructions **Click the link above to review the Hybrid & Remote Work Agreement**

Signature Statement 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 Bargaining Agreement.

It is expected that the staff member and supervisor will have ongoing dialogue on how the arrangement is 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.

EMPLOYEE AFFIRMATION: THROUGH MY CHECKING THE BOX BELOW, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE HYBRID AND REMOTE WORK POLICY AND ACCEPT THE CONDITIONS THEREIN. I UNDERSTAND THAT I AM NOT ABLE TO CHANGE THE LOCATION WHERE REMOTE WORK IS PERFORMED WITHOUT OBTAINING ADVANCE APPROVAL FROM MY DIRECT SUPERVISOR AND HUMAN RESOURCES. I UNDERSTAND AND ACKNOWLEDGE THAT I MUST COMPLY WITH ALL OF RISD'S RULES, POLICIES, PRACTICES, 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.

I Agree

Submit Save for Later Cancel

Hybrid & Remote Work Agreement

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 supervisor and recorded in Workday. This agreement does not alter the at-will nature of employment, or, if applicable, relinquish or modify Management Rights pursuant to a Collective Bargaining Agreement.

Staff and their supervisors are encouraged to discuss their needs and to work together to develop the best possible arrangements that consider the guiding division philosophy; department/operational needs; and the preferences of the staff member. Following a discussion between the supervisor and staff member, completion of this Agreement formalizes the expectations and details of the hybrid or remote work arrangement.

Work Schedule

Staff members are expected to be working and available during certain core hours. Note: RISD's core hours of operation are Monday-Friday, 8:30am-4:30pm. The schedule detailed below must support departmental and operational needs. Additional work time outside of core hours may be flexible. Non-exempt staff must adhere to timekeeping and overtime [policies](#).

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The request will go to your primary supervisor and Human Resources for review/decision.

- All Remote > Off Campus and Remote > Annual Agreement Renewal requests will also route to the Cabinet Member for review/decision.

Hybrid and Remote Work Arrangements Employee Tasks

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

Type	Position	Supervisory Organization	Start Date	Days per Week	Days of the Week	Proposed End Date	Available Actions
Hybrid-Flexible > Flexible Schedule	Manager,		09/09/2022			06/30/2023	End

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

Document	Signature Type	Signed By	Signature Date	Signature Statement
Hybrid & Remote Work Agreement 2025-05-27.pdf	Acknowledgment		05/27/2025 01:44:08 PM	<p>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 Bargaining Agreement.</p> <p>It is expected that the staff member and supervisor will have ongoing dialogue on how the arrangement is 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.</p> <p>EMPLOYEE AFFIRMATION: THROUGH MY CHECKING THE BOX BELOW, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE HYBRID AND REMOTE WORK POLICY AND ACCEPT THE CONDITIONS THEREIN. I UNDERSTAND THAT I AM NOT ABLE TO CHANGE THE LOCATION WHERE REMOTE WORK IS PERFORMED WITHOUT OBTAINING ADVANCE APPROVAL FROM MY DIRECT SUPERVISOR AND HUMAN RESOURCES. I UNDERSTAND AND ACKNOWLEDGE THAT I MUST COMPLY WITH ALL OF RISD'S RULES, POLICIES, PRACTICES, 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.</p>