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REMOTE/HYBRID REQUEST AND CHECKLIST

I. General Information – Supervisor and Employee will work collaboratively to complete all sections together.		
Today's Date:	T#:	Employee Name:
Position Title:	Campus Location:	
School/College/Division:	Department:	
Office Phone No.:	Cell Phone No.:	
Immediate Supervisor:	Supervisor's Office Phone No.:	
II. The reason for the request. Describe how the current job will be adapted to remote/hybrid work:		
III. Describe the proposed Alternate Work Site. Provide Alternate Work Site address (if applicable):		
IV. List dates and days for remote/hybrid work (no more than two days a week):		
V. Please explain how performance will be monitored and the criteria that will be used to measure performance:		
VI. Work Conditions & Safety Checklist Required for Remote/Hybrid–employee initial appropriate box.		
	Yes	No
1. Are the job duties conducive for Remote/Hybrid work?		
2. The employee reviewed and understands the Remote/Hybrid work policy.		
3. The employee understands job responsibilities and their schedule of assigned hours during which they will be available by phone, MS Teams chat, and email.		
4. Requirements for adequate and safe office space at approved Alternate Work Site have been discussed with the employee, and the employee acknowledge that those requirements have been met and will continue to be met. Employee was asked whether he/she has any safety concerns or special requests.		
5. The employee confirms they have a working phone and internet connectivity at the Alternate Work Site.		
Employee Signature:	Date:	
VII. Approvals		
The proposed Remote/Hybrid work arrangement has been reviewed and approved by the Supervisor, Director/Dean, area Vice President, and Human Resources. Employee acknowledges that the Remote/Hybrid work arrangement may be altered or discontinued at any time by the Supervisor or area Vice President, based on business and operational needs.		
Supervisor: _____	Date: _____	
Director/Dean: _____	Date: _____	
Area Vice President: _____	Date: _____	
AVP Human Resources: _____	Date: _____	

Guidelines for Remote Work

- Recognize not all jobs are 100% suitable for remote work; plan your workload according to your location saving on-campus work for days when onsite and work that may be remotely addressed when working off-campus
- Maintain confidentiality
- Make sure confidential information are only accessible to the responsible employee.
- Do not transport physical student or employee files. FERPA, HIPAA and other rules continue to apply outside the confines of the University.
- Only use your University notebook for University work
- Do not save or transmit documents to personal computers, external emails addresses or external media; retain all University data within your University notebook or on your University OneDrive
- Refrain from using public Wi-Fi.
- For secured solutions, the University VPN is required and may only be installed on University owned equipment. Applications such as Banner may only be accessed through the University's VPN solution.
- Use Teams Chat for routine communications instead of email to quickly interact with colleagues. Formal communications should be sent via email.
- Respond to all inquiries, particularly those from your supervisor, in a timely fashion and if you are unable to address an issue while working remotely, notify the requestor that you will address the matter when you return onsite. If you have been out of communication with your supervisor, you may want to provide a summary of the activities you accomplished near the end of your workday.
- If you work a second job, be certain not to overlap your work hours
- Phone
 - Be available during working hours to receive work calls
 - Forward phone calls as appropriate
 - Update voicemail, as needed and encourage callers to reach you via email or Team's Chat
 - Be cautious of returning calls from your personal phone to people whom you may not want your caller ID information to be received by
- Rules of virtual meeting etiquette
 - Prepare ahead
 - Although not required to have your camera on, you are encouraged to extend the personal culture of our institution to those you meet using this virtual face-to-face approach. University clothing or other paraphernalia within your camera purview will provide your meeting attendees a clear indication you are professionally working.
- If on camera, dress appropriately.
- Limit distractions.
 - Keep a clean and quiet environment
 - Be on-time
 - Silence phones and other noises
 - Speak to the camera and slowly
 - Mute yourself when not speaking
 - Optional, with permission of all other participants, record and share meeting notes
- In the event of technical issues, be prepared to return onsite to complete your daily work. Technical challenges at home should not inhibit your ability to complete your daily work.