Remote and Hybrid Work Agreement Instructions

The Remote and Hybrid Work Agreement is ready for use and can be found here:

https://appserv7.admin.uillinois.edu/FormBuilderSurvey/Survey/illinois_human_resources/remote_and_hybrid_work/remote_and_hybrid_work_agreement/

All employees who will be working a remote or hybrid schedule should complete a Remote and Hybrid Work Agreement. Units are responsible for distributing this information to employees who should have it.

Approvals:

The Remote and Hybrid Work Agreement allows for four levels of approval. Each approver will have the option to choose whether additional approvals are needed, and if so, will enter the NetID of the next approver. Each unit will have the ability to determine how many levels of approval are required and who the approvers will be. The first approver will be the employee's supervisor.

To complete the agreement, employees will need to have the following information:

- Name or NetID of Authorized Department/Unit Administrator – This is the individual designated by the unit as the final approver.
- Name or NetID of Approving Supervisor – This will typically be the employee's direct supervisor.
- Start and End/Renewal/Reevaluation Dates of Remote Work Arrangement – The length of the agreement is at the discretion of the unit. Units may choose to set a date upon which the agreement will be reevaluated and either ended or renewed.
- Remote Work Address – The address where the employee will perform work (typically home address).

- Employees' Work Phone Number
- Description of the workspace at the remote location – Should include details such as whether the space is open or private, if others will be present in the workspace, a description of the physical workspace, and any other information relevant to the agreement.
- Remote Work Category – Full remote or hybrid, in or out of state.
- Description of weekly schedule – Include details such as the number and days of the week the employee will work remotely.
- Regular remote work hours – The hours the employee will work each day when working remotely.
- List of university assets to be used at the remote work location, including the item ID number where applicable.
- List of university information systems to be accessed from the remote work location.
- List of non-university equipment to be used at the remote work location.
- Description of the work to be performed via remote work arrangement – Based on the employee's official job description and should describe in detail what work is expected to be done while working remotely. Employees working a hybrid schedule should include details regarding work that can and will be performed from home and what work must be completed while working in the office.
- Description of communication protocols established for the arrangement. – Should include both general communication methods (such as Skype, Zoom, etc.) and any specific expectations regarding communication, such as standing meetings the employee is expected to attend or availability during work hours to take phone calls, etc.