



SOUTHWESTERN UNIVERSITY

Work Arrangement Agreement Form

Employees seeking to work in a hybrid or flexible work environment are expected to sign Work Arrangement Agreement Form (WAAF) document memorializing the arrangements. Hybrid and flexible work arrangements are structured on a trial basis. The success of the arrangement will be reviewed on a periodic basis and evaluated based on employee performance and business needs. This agreement does not alter the terms, conditions, or at will status of employment at the University.

Employee Section

Personal Information

Name: _____

Title: _____

Department: _____

Employee ID Number: _____

Select One Work Arrangement Type:

Regular Hybrid Work Arrangement: Year-round arrangement in which the employee has a number of defined days working onsite and working virtually per week.

Short-Term Hybrid Work Arrangement (Seasonal): Arrangement during certain times of year or in circumstances in which the employee has a number of defined days working onsite and working virtually per week for a specific time period.

Flexible Work Arrangement: Arrangement in which an employee's work schedule outside the traditional five days per week, 8:00 am – 5:00 pm schedule.

Supervisor Section

Structure – If completing for Flexible Work Arrangement, complete through 4.

1. Agreement begin date: _____

2. Trial period end date: _____

3. Work Arrangement Agreement review date: _____

4. Flexible Work Arrangement: _____



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5. Expected day(s) working virtually per week: _____
6. Availability during work hours: _____
7. Alternate work address: _____

Expectations

The employee acknowledges and agrees to the following:

- The University will provision a laptop for hybrid employees
- All employees must adhere to University IT policies and protocols regardless of work location or work schedule
- Internet speed at the designated alternate work site must be maintained according to the standards determined by University IT and will be subject to verification by University IT
- Employees seeking a hybrid work arrangement are responsible for the provision of and costs associated with internet service, phone, and appropriate furniture (e.g., suitable desk and chair) and home workspace
- Employees seeking a hybrid work arrangement must carry homeowner's or tenant/renter's insurance that covers personal property and third-party injuries arising out of, or relating to, the use of the home as a remote/alternate work site and should consult their personal insurance carrier for advice
- Employees seeking a hybrid or flexible work arrangement must discuss with their supervisors and identify a work schedule that meets departmental and University needs
- Employees with hybrid or flexible work arrangements may need to be on campus for meetings that require in-person participation on a day that they might have typically worked virtually and should not expect that they will be able to substitute another a virtual day
- Employees seeking a hybrid or flexible work arrangement will discuss with their supervisors the expectation that they communicate at a level consistent with staff members working on campus or in a manner and frequency that is appropriate for the job and the individuals involved
- Hybrid and flexible work arrangements are not designed to be a replacement for dependent or elder care
- Employees seeking hybrid or flexible work arrangements who are not exempt from the overtime requirements of the Fair Labor Standards Act (FLSA) will be required to accurately record all hours worked. Hours worked in excess of those scheduled per workweek require the advance approval of the supervisor
- Individual performance levels must be maintained throughout the duration of the hybrid or flexible work arrangement
- Should the University encounter an unexpected closure (i.e., weather-related event), the remote worker may not choose to work at the remote location/site



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unless supervisor's written approval is received in advance, or prior to any work performed at the home workplace

- The University reserves the right to terminate any hybrid or flexible work arrangement at any time at its discretion

Please sign if you acknowledge and agree to the terms of this form:

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

AVP Signature: _____ Date: _____

VP Signature: _____ Date: _____



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Complete Hybrid Work Checklist

Requirements	Y N or NA
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1. Complete and obtain departmental approval for The Work Arrangement Agreement form.
2. Request laptop from IT department if you currently don't have a laptop.
3. Submit IT ticket through infodesk@southwestern.edu for VPN access. Follow IT steps to download VPN on laptop.
4. Screen shot your internet speed to confirm you meet the minimum required speed of 25 Mbps. **Provide a copy to your supervisor.**
5. Must complete on-line Cybersecurity Awareness training in Vector Solutions and **provide a copy of the training certificate to your supervisor.** Please contact Gretel Galo galozapag@southwestern.edu to assign trainings.
6. Must **provide an electronic copy** of Homeowners or Renters Insurance **to supervisor.**

Once checklist has been filled; the employee and supervisor must sign below confirming all requirements have been met and proof has been provided. Please send completed form to Human Resource Department.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

AVP Signature: _____ Date: _____

VP Signature: _____ Date: _____