

REMOTE AND HYBRID WORK AGREEMENT – JOB AID

Notes:

1. At this time, these agreements are for Academic Professional and Civil Service employees only. Other employee groups such as faculty, specialized faculty, graduate students, undergraduate students, or postdocs do not need to complete an agreement at this time.
2. Employees must submit agreements prior to February 28, 2023
3. It is important to note there is no option in the application to save your progress and come back to it at a later date. Please review the information needed prior to submitting the form so it may be completed in one session.

STEPS FOR EMPLOYEE SUBMITTING FORM

Step 1: Click [Remote Work Form](#) and login

Employees working either a hybrid or remote schedule are expected to complete a new form each period.

Step 2: Verify your employee home organization

Your employee home organization code is 231000 (Institute for Genomic Biology), is this the organization with which you are submitting a remote work request? *

- Yes
 No

Select your Home College*

Vice Chancellor for Research

Step 3: Input your Approving Supervisor's NetID

NOTE: This will be the first person the form is routed to for approval.

NetID of Approving Supervisor:*

This request will be routed to this person for approval upon your submission.

Step 4: Input NetID of Authorized Department/Unit Administrator

Enter **ssubha** for Subhashini Srinivasan

NetID of Authorized Department/Unit Administrator*

To find a NetID, you may do an employee lookup using the campus directory:

<https://directory.illinois.edu/search>

Step 5: Enter remote work arrangement start date. We will use 01/09/2023 as the start date.

Start Date of Remote Work Arrangement*

mm / dd / yyyy

Step 6: Enter end/renewal/reevaluation date for remote work arrangement. We will review remote work arrangements at 12-month intervals end date 01/08/24

End/Renewal/Reevaluation Date of Remote Work Arrangement*

mm / dd / yyyy

Step 7: Input your remote work location

Street Address*

City*

State*

Zip Code*

Step 8: Provide a brief description of remote work location

NOTE: 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.

EXAMPLE: A home office with the ability to be closed off for privacy, with no others present during work hours, a desk, and access to internet, electricity, and adequate lighting.

Description of workspace at remote location:*

Step 9: Identify your remote work schedule

****Please note if you anticipate working remotely even once during this 12-month period, check the Occasional Hybrid Remote Work box. ****

Remote Work Category*

- Full Time Remote Work in State
- Full Time Remote Work Out of State
- Hybrid Remote Work in State
- Hybrid Remote Work Out of State
- Occasional Hybrid Remote Work
- Full time work out of Country

Step 10: Describe in more detail the requested arrangement regarding work schedule

Remote work will occur on a weekly basis as follows:*

Step 11: Input your specific work hours

Regular remote work hours:*

Step 12: Add University equipment

University assets to be used at remote work location:*

Item Description	Item ID Number	
<input type="text"/>	<input type="text"/>	<input type="button" value="x"/>

+ Add University assets to be used at remote work location: Row

NOTE: Input N/A in the Item ID Number block if there is no PTag.

Step 13: Identify the University systems that will be accessed from the remote location

University information systems to be accessed from remote work location:*

Step 14: Identify any non-University equipment used to accomplish work

Non-university equipment to be used at remote work location:*

Step 15: Provide a brief description of the type of work to performed at the remote location

NOTE: Based on your official job description 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 work to be performed via remote work arrangement:*

Step 16: Describe communication protocols

NOTE: Include 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.

Description of communication protocols established for the arrangement:*

STEPS FOR SUPERVISOR (FIRST LEVEL APPROVER)

Step 1: Click on link provided in email titled "Remote Work Protocol Agreement Request for XXXXXXXX"

Step 2: Review agreement

Step 3: Provide agreement decision

Supervisor Decision*

- Approved - Forward for Department Review
- Approved - Route to College
- Denied
- Return to employee for revision

Choosing "Denied" is a final decision for this request. If you would like for the employee to amend the existing request, select "Return to employee for revision."

IF APPROVED,

Step 4: Click APPROVED – FORWARD FOR DEPARTMENT REVIEW as the next level approver.

NOTE: If you are also the Department Head/Unit Head, you must choose Approve – Route to College as the next level of approval.

Final Step:

A .pdf file of the agreement will be sent to all NetIDs used throughout the process.