

FAS FLEXIBLE WORK ARRANGEMENT DOCUMENTATION FORM

Introduction

The FAS Flexible Work Arrangement Documentation Form is an important tool to define the details of an approved hybrid/flex work arrangement, including specifics about how, where, and when work will be performed.

PART A

Documentation of approved arrangement must be completed by all employees

Employee Information

Employee Name:	HUID:	
Email:	Job Title:	
Department/Unit:	Exempt	<input type="checkbox"/>
Supervisor/Manager:	Overtime-Eligible	<input type="checkbox"/>

Schedule and Location Details

	Hours	Work Location (e.g., Home, Campus, Other) Include full address and building name
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Considerations for Hybrid Working Arrangements

Please confirm the following:

I have reviewed and understand the Flexible Work Guidelines, including information on ergonomics and the ergonomics tip sheet .	<input type="checkbox"/> Yes
I have reviewed Harvard's Information Security Policy , and IT Security Tools , for advice on protecting Harvard information at various data levels.	<input type="checkbox"/> Yes
I understand that major activities such as full-time dependent care, or intensive work on a personal project, are not appropriate while teleworking. Occasional hybrid/flex work in unusual circumstances must be discussed with my supervisor.	<input type="checkbox"/> Yes
If overtime eligible, I understand that all hours worked must be reported and that overtime requires supervisor pre-approval even when a hybrid/flex work arrangement exists	<input type="checkbox"/> Yes
I understand that I must discuss with HR any considerations about working outside of the state of Massachusetts and the approved commutable states.	<input type="checkbox"/> Yes

Acknowledgment

Hybrid/flex work arrangements are subject to ongoing review and may be terminated at any time based on performance concerns, organizational needs, or team structural changes. Generally, the employee or supervisor/manager should give at least 30 days' notice in advance of ending or changing an arrangement, business needs permitting. In some specific instances, such as when an employee changes to a part-time schedule, it may not be possible to return to the original schedule, and alternatives may need to be explored. By filling out this form, employees and the manager agree to the above schedule. There may be occasions where an employee is asked to come into the office outside of the hybrid/flex work arrangement to perform job duties in the office. This situation will not be considered a change to the hybrid/flex work arrangement and should be accommodated as long as the employee is notified in advance. ***Requests for fully remote schedules require approval from the manager and the Administrative Dean or Director.***

Before signing, save a copy of this completed form to your computer to use for future renewals.

Employee Signature & Date:

Supervisor/Manager Signature & Date:

Arrangement will next be reviewed on: [Insert date]

Hybrid arrangements should be reviewed annually during performance reviews and may be reviewed more frequently as necessary.

Following the completion of this process, copies of this form and any attachments should be provided to:

Employee ☐

Manager ☐

Local HR ☐

PART B

Proposal worksheet may be required by the manager or used by the employee as a tool to develop a workplan.

Your Flexible Office Set-up

If working a hybrid schedule, please confirm you have set up your off-campus workspace using the Ergonomic Fact Sheet and Tips referenced in Part A. What equipment, tools or resources do you need?

* Please note that schools and departments have different methods for requesting equipment and resources and may not provide or reimburse for some items. Employees should follow their local processes, as needed.