Hybrid Work Program

Employee Discussion Considerations

This document is for employees to assess the applicability of a hybrid work arrangement to their role.   Employees are encouraged to review all the considerations in this document and self-assess prior to meeting with their leader, to support an in-depth, informed, and productive discussion regarding a potential hybrid work arrangement.

DIMENSION	CONSIDERATIONS FOR HYBRID WORK
Nature of Work	**Tasks and Duties** ▪ My position conducts essential campus-based work (such as facilities, maintenance, frontline client services, animal care, lab monitoring, etc). **Information** ▪ I work with highly sensitive, confidential information that could pose a privacy breach if lost, stolen, or not stored properly. ▪ I work with highly sensitive, confidential information that can be accessed via the VPN. **Supplies, Materials, and Equipment** ▪ My tasks and/or duties require supplies, materials, and/or equipment that can only be found at my campus location. ▪ My tasks/and or duties require supplies, materials, and/or equipment that can be easily transported between my home and campus locations.
Client Support	**Client Expectations and Requirements** ▪ Client expectations and/or service requirements must be done in-person at my campus location. ▪ Some client expectations and/or service requirements must be done in-person at my campus location while others can be done via online platforms such as Teams or Zoom. ▪ Client expectations and/or service requirements can easily be done via online platforms such as Zoom or Teams with no negative impact to the client or service provided.
Team Dynamics	**Team Interactions** ▪ My team requires significant in-person interaction. ▪ My team requires some in-person interaction. ▪ My team requires little to no in-person interaction. **Collaboration** ▪ In-person collaboration is required to provide support to clients. ▪ In-person collaboration is helpful to provide support to clients, however it is not required. ▪ In-person collaboration is not required to provide support to clients.

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Off-Campus Workspace *Technology*	**Online Platforms (e.g., Teams, Zoom)** ▪ I do not have the required training to be proficient using online platforms. ▪ I am fully proficient using online platforms. **Equipment (e.g., UC managed laptop, reliable internet access, consistent telephone availability)** ▪ I do not have the technology required for an efficient home office. ▪ I have everything needed except a UC managed laptop. ▪ I have all the technology required for an efficient home office. ▪ I need to access Level 3 or 4 data as classified in the **Information Security Classification Standard** (This data should only be accessed via UCalgary equipment, computer, laptop).
Off-Campus Workspace *Physical Location*	**Distractions** ▪ My workspace has significant distractions. ▪ My workspace is typically free from distractions. **Confidentiality** ▪ I am unable to adhere to the privacy and confidentiality requirements as established by the nature of my role, the faculty/unit, and/or the university. ▪ I am able to adhere to the privacy and confidentiality requirements as established by the nature of my role, the faculty/unit, and/or the university. **Information Storage** ▪ I do not have access to lockable drawers and/or cabinets. ▪ I have access to lockable drawers and/or cabinets. **Safety (per the Hybrid Work Hazard and Control Register)** ▪ There are potential barriers or safety concerns in my workspace. ▪ There are no barriers or safety concerns in my workspace.
Off-Campus Workspace *Ergonomics*	**Office Setup** ▪ I do not have a desk and/or an ergonomic chair. ▪ I have a designated desk and an ergonomic chair. ▪ I have access to additional computer monitors. **Lighting** ▪ Lighting in my workspace is challenging. ▪ Lighting in my workspace is adjustable to time of day.

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Personal Characteristics and Approach to Work	**Leadership Oversight** ▪ I need significant oversight to complete my tasks and duties. ▪ I benefit from regular review to complete my tasks and duties. ▪ I am highly autonomous and do not require oversight to complete my tasks and duties. **Motivation** ▪ I am not motivated to complete my tasks and duties while working at home. ▪ I am highly motivated to complete my tasks and duties regardless of working location. **Productivity** ▪ There is a significant decrease in productivity and/or quality when I work at my off-campus location. ▪ There is little decrease in productivity and/or quality when I work at my off-campus location. ▪ There is no decrease in productivity and/or quality when I work at my off-campus location.
Employee Wellbeing	**Wellness** ▪ I experience negative impacts to my physical and/or mental health when I work at my off-campus location. ▪ I experience positive impacts to my physical and/or mental health when I work at my off-campus location. **Boundaries** ▪ I am unable to establish a boundary between work and home; I often finding myself working outside of core hours due to internal expectations and/or pressures. ▪ I am to establish a boundary between work and home; I will work outside of core hours as required.
Personal Commitments *Such as dependent care, pet care, and home maintenance*	**Commitments** ▪ I have difficulty separating personal commitments from work commitments. ▪ Most of the time I am able to separate personal commitments from work commitments. ▪ I am able to successfully separate personal commitments from work commitments.
Team Leadership *(if applicable)*	▪ I am unable to manage my employee(s) and/or team(s) when I work at my off-campus location; significant impact to the support I can provide. ▪ I am able to manage my employee(s) and/or team(s) when I work at my off-campus location; no impact to the support I can provide.

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