

Hybrid Work Program – Steps for Employees



STEP 1
Employee reviews Hybrid Work Program Guidelines

STEP 2
Employee meets with leader* to explore options for hybrid work

STEP 3
Using Employee Discussion Considerations and Leader Assessment, employee and leader discuss new, established, or revised approach to hybrid work

STEP 4
Employee and leader determine if hybrid work arrangement is applicable

STEP 5
Employee completes Statement of Understanding (including signatures) and keeps on file

**Leader is defined as the employee's reports to manager*