Hybrid Work Program – Steps for Leaders





STEP 1 Leader* reviews current hybrid arrangements and Hybrid Work Program Guidelines STEP 2 Leader meets with faculty/ unit leadership (including SLT) to discuss faculty/unit approach to 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 to complete and submit Statement of Understanding for leader to sign and keep on file