



HYBRID WORK PROGRAM

Hybrid Work Statement of Understanding

This Statement of Understanding will establish clear parameters between the leader and employee regarding hybrid work arrangements.

Prior to this form being completed, it is recommended the employee review the [Employee Discussion Considerations](#) on hybrid work viability, then meet with their leader on applicability of a hybrid work arrangement.

Name:	
Employee ID:	
Faculty/unit:	
Job title:	
Leader name:	

By submitting this form with my signature below, I understand:

- There may be times that I will be required to be on campus on a designated ‘work from home’ day.
- There may be an organizational or personal circumstance (e.g., statutory holiday, vacation day) that arises on a designated ‘work from home’ day. This will not necessitate another ‘work from home day’ in lieu.
- My off-campus location is within Alberta.
- My personal contact information is up to date in PeopleSoft.
- My emergency contact information is up to date and will be kept current in PeopleSoft.
- I have reviewed the [Hybrid Work Hazard and Control Register](#) and implemented all mandatory hazard controls.
- I have successfully completed the [Office Ergonomics Self Adjustment Tool](#) and implemented all recommendations.
- I acknowledge my responsibility to immediately report all work-related injuries to my leader.
- I understand that if any work-related safety incidents occur, I am required to report them to my leader, and I may need to provide information about or access to the accident site in order to permit the university to investigate the incident where required by law.
- I have set up my workspace to be secure and functional; including but not limited to a designated workspace with a desk and chair, a UC managed computer, reliable internet access, access to the VPN, and proper lighting.
- I have taken precautions in my off-campus location to protect any confidential and personal information I may have access to for the purposes of my employment, and any potential privacy or confidentiality concerns have been mitigated or removed (e.g., access to a lockable drawer(s) or cabinet). I understand I am required to abide by the University of Calgary’s [Privacy Policy](#).
- I have completed the Cyber Awareness Training on the [Cybersecurity Top Ten Tips](#) IT website.
- I have made every reasonable effort to ensure my off-campus location is distraction free, including establishing arrangements for dependent and/or pet care.
- I understand that I must use UCalgary equipment, computer, or laptop to access Level 3 or 4 data (as classified in the [Information Security Classification Standard](#)). My use of such equipment must comply with the [Acceptable Use of Electronic Resources and Information Policy](#).
- I understand that hybrid work arrangements may be reviewed regularly and acknowledge that my leader reserves the right, at their sole discretion, to adjust or end this arrangement on at least (14) days’ notice.



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Hybrid Arrangement

In the chart below, please indicate which workdays are being worked in-office with an 'O' and those being worked at an off-campus location* with an 'H':

Hybrid Schedule	Mon	Tue	Wed	Thu	Fri

**off-campus location is defined as an employee's personal residence (home); the physical address on their university employee file*

Employee Agreement

Employee Signature

Date

Leader Authorization

I approve participation in the Hybrid Work Program.

By providing this authorization I am confirming that if this agreement has deviated from the parameters identified in the Program Guide (e.g., presence on campus or location) the **Senior Leadership Team (SLT) member for the faculty/unit has approved this exception.**

Leader Signature

Date

*The employee and leader are **required to sign this form** and retain their own copies within the faculty/unit. These forms do not need to be submitted to Human Resources.*

This information is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* and will be used for the purposes of administering the employment relationship and implementing the university's Hybrid Work Program. Access to this information will be limited to those who require it for those purposes only and the information will not be disclosed or used for any other purpose without your direct consent.

For questions or additional information, visit the [Hybrid Work Program](#) website or contact UService at hr@ucalgary.ca.

Human Resources