

Preliminary Document

Hybrid Work Pilot Agreement

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A Hybrid Work Pilot Arrangement (HWP) permits the employee to work at a remote location for up to 16 hours per week over two days. A HWP is an agreement between a manager and employee.

Key expectations:

- Employees are expected to successfully execute their work responsibilities in a timely and professional manner.
- While working remotely, employees will consistently utilize a professional and productive setting (equipment, internet speed, disruptions, etc).
- While working remotely, employees will report to campus if requested by their manager, for meetings and/or other occasions.
- To help ensure this pilot provides accurate knowledge to University leadership, employees will be expected to complete a few pulse surveys throughout FY22.
- The HWP requires open communication between employee and manager. Employee and manager will be asked to have check-in conversations at least four times throughout the year:
 - Start
 - 1-month Check-In
 - 3-month Review (self-evaluation/supervisor feedback)
 - Year-End Check-in
- HR will provide educational opportunities throughout the year for employees and managers. Reviewing shared materials and participating in programming is strongly encouraged in an effort for all to learn and adjust. Examples of educational outreach:
 - Articles
 - Small group discussion sessions
 - Shared best practices

In collaboration with your manager and team, please discuss the following questions in a one-on-one conversation:

How many day(s) per week have you agreed with your manager to work remotely?

- 1 Full Day
- 2 Full Days
- 2 Half Days

Which day(s) of the week or specific meetings/events have you agreed with your manager require physical presence on campus?

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Meetings/Events

How will you ensure a high level of service is provided to internal and external partners?

How will this HWPAs affect the other members of your team and what adjustments will you make to promote teamwork?

- I understand that approval of this arrangement does not constitute and will not be construed as a contract of employment. This hybrid work pilot arrangement is not intended to supersede or override University of Notre Dame employment policies. I understand that my hybrid work pilot arrangement can be altered or eliminated based on business conditions or performance evaluation.

Signature

By signing below, I am committing to a partnership with my manager and team. I will work with them to ensure this arrangement is effective for myself and all others impacted by it.

✕

SIGN HERE

clear

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