



HYBRID WORK PROGRAM AGREEMENT FORM

This form is to be completed and signed by the employee and supervisor to acknowledge and agree to terms for hybrid work arrangements. Arrangements and Personnas are to be reviewed / renewed at least bi-annually.

Employee Name: _____ **Position Title:** _____

Supervisor name: _____ **Position Title:** _____

Faculty / Department: _____

Effective date: _____

ASSIGNED WORK PERSONA

Persona 1 100% on campus 5 days per week	Persona 2 60-80% on campus 3-4 days per week	Persona 3 50% on campus 5 days biweekly	Persona 4* < 50% on campus 0-2 days per week
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*By exception only. Please connect with your HR Strategic Business Partner and complete a business case to obtain approval from the Vice-President of your faculty or department if necessary.

CONTACT INFORMATION FOR ALTERNATE WORK LOCATION

Address: _____ **Phone:** _____

WORK LOCATION SCHEDULE

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Work Location (on campus or remote)							

For more self-directed/flexible work arrangements, outline any parameters such as minimum number of days per week that will be worked on campus.

WORKING ARRANGEMENT REQUIREMENTS & ACKNOWLEDGEMENTS

The employee has reviewed the [Hybrid Work Program Framework](#) and agrees to abide by the requirements, limitations and processes outlined, as well as expectations discussed with the supervisor. A lack of compliance with this request and agreement or the requirements of the HWA framework, and/or lack of accountability while working remotely will be grounds for ending hybrid work arrangements.

1. Hybrid work arrangements at SFU are not a requirement of employment nor are they a term or condition of employment. The employer and the supervisor acknowledge and agree that the hybrid work arrangement described in this request and agreement is without prejudice and without precedent and will not form the basis of any claim of entitlement to similar future arrangements.
2. Any request for hybrid work arrangements will be permitted on the basis of the employee's current position and the alternate workplace set out in this request and agreement. When working from an alternate workplace, the employee is responsible for setting up and maintaining a workspace that meets workplace health and safety requirements. The [Alternate Workplace Environment Checklist](#) must be completed before beginning hybrid work arrangements.
3. The employee's employment will continue to be bound by the terms and conditions agreed to in their applicable collective agreement as well as all applicable university policies, procedures, and practices. The employee's compensation and benefits, and the university's existing workplace protocols such as, but not limited to: vacation requests, illness/injury absence notification, appropriate breaks, overtime, statutory holidays, leave requests, deductions, and record keeping remain in effect regardless of work location. It is understood by both the employee and supervisor that the hybrid work arrangement does not constitute an employment contract or a term or condition of employment, and is not intended to subvert or alter the terms of any collective agreement, AD-10 policies or Basic Agreement in place between APSA and the University. If a conflict arises between the terms of the hybrid work arrangement and any collective agreement, AD-10 Policy or Basic agreement with APSA then in force, the collective agreement, policy and basic agreement will prevail.
4. The employee may be required, in order to meet workplace needs, to attend campus on days that they had planned to work remotely under this arrangement. The supervisor will make reasonable efforts to provide reasonable notice of any such requirement. Should the employee be required to attend campus for any reason on a day scheduled for remote work, the university will not be responsible for any mileage or transportation expenses.
5. The supervisor may determine, in consultation with their Dean/unit head, that hybrid work arrangements cannot continue, either for operational feasibility reasons, employee situations, or other reasons. The employee may also determine that a hybrid work arrangement is not working for them. If the arrangement is to end, hybrid work arrangements can be terminated by either the supervisor or employee by providing 30 days' advance notice in writing. The arrangement may end more promptly in emergency circumstances.
6. The primary work location of the employee is on university campus, not the alternate work location. The primary work location will be furnished and equipped by the university. The employee is responsible for appropriately furnishing and equipping (i.e., equipment, services, and supplies) the alternate workspace. The university will not be responsible for any operating costs or tax consequences that are associated with the employee using their home as an alternative worksite, including but not limited to home maintenance, insurance, or utilities.
7. Equipment supplied by the university will be maintained by the university, and is subject to all applicable rules, policies and practices relating to use of equipment. The employee is required to take reasonable steps to protect university property from theft, damage, or misuse. Equipment or supplies provided by the university may not be used for purposes unrelated to the university's business. The employee is responsible for returning university equipment immediately on request by their supervisor or if the hybrid work arrangement is terminated by the employee or the university.
8. Use of any personal equipment supplied by the employee for work-related use (such as personal computers or personal cell phones) must be pre-approved by the supervisor in accordance with the SFU IT guidelines. Any such personal equipment will be maintained by the employee. The university will not reimburse costs associated with



such personal equipment (including any monthly plan costs) and assumes no responsibility for any damage to, wear of, repairs or loss of an employee’s personal property.

- 9. The employee is responsible for obtaining and maintaining adequate insurance for their alternate workplace. The employee must ensure that their remote work arrangement does not contravene any rental or lease agreements applicable to their alternate workplace.
- 10. The employee is solely responsible for any loss or damage to any university property (including equipment) in their possession, whether in the alternate workspace or otherwise, except for normal wear and tear. Should there be any loss or damage to any university property while in their possession, the employee must notify their supervisor as soon as it is known. The university may pursue recovery from the employee for university property that is damaged, destroyed, or lost while in the employee’s care, custody or control.
- 11. The employee is required to comply with SFU’s IT policies and procedures, guidelines and best practices; and with security and confidentiality provisions including those outlined in policy and applicable privacy laws. The employee will immediately report any suspected or actual breach of security of information to their supervisor and submit a [privacy breach report](#) with Archive and Records Management.
- 12. The employee is required to follow safe work practices and university safety policies, including GP17 University Health & Safety Policy, GP39 Working Alone or in Isolation policy and [SFU's Ergonomic Program](#).
- 13. The employee must ensure that the alternate workspace is safe and free from hazards and will provide periodic safety inspection reports to the employer upon request. The employee will immediately report any and all unsafe condition(s) to their supervisor. The university will not be responsible for damage to the employee’s property; any non-work related injuries; or injuries to third parties that may occur at the alternate workplace.
- 14. For certainty, SFU’s agreement to this request and agreement does not mean that the university will continue to make hybrid work arrangements available generally, or continue the arrangements described in this request and agreement specifically. Without limiting the terms of this request and agreement, the university reserves the right to amend, suspend, or discontinue the availability of hybrid work arrangements generally, including this request and agreement specifically, at any time.

The information on this form is collected under the authority of the *University Act* (RSBC 1996, c.468) and the *Freedom of Information and Protection of Privacy Act* (RSBC 1996, c.165) s.26(c). It is related directly to and needed by the University to process your request for a hybrid work arrangement. The information will be used by the University, to update your contact information, and certify your agreement to comply with hybrid working arrangement requirements. If you have any questions about the collection and use of this information please contact Human Resources at human_resources@sfu.ca.

By signing, the employee and supervisor confirm that they have read, understood, and agree to the terms and conditions set forth in this request and agreement.

Employee Name (please print)	Signature	Date
Supervisor Name (please print)	Signature	Date

Supervisor: Retain a copy for your records