**Re-Imagining the Workplace - Success Guide – Employee**

Employee Name:

Department/Unit:

1. How has working from home worked for you? Positives? Negatives? Innovations/Lessons Learned?
2. What kind of flexibility do you want in your schedule moving forward?
3. What position responsibilities can be completed at home? Please provide specific examples.
4. What position responsibilities require your physical presence at the office? Please provide specific examples.
5. Based on the answers to 1-4, how do you envision your work schedule moving forward on a regular basis?
	1. 100% Remote (Staff must complete new Alternate Work Arrangement Agreement)
	2. Hybrid (Staff must complete new Alternate Work Arrangement Agreement)
		1. \_\_\_\_\_\_\_\_Days Per Week in the Office. Specific days or times?
		2. \_\_\_\_\_\_\_\_Days Per Week Working Remotely. Specific days or times?
	3. 100% On-Campus
	4. Flexible Work Schedule. Specify days/times.
6. Based on your answer to #5, what do you feel would be the best workspace arrangement when coming to work on campus? Please list all additional equipment or resources you want to complete your work based on the work schedule you identified above.
7. Do you have any other thoughts that you would like to share?

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Employee Date

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Supervisor Date

Note: This is not an agreement or automatic approval of the items listed above. Rather, it is a guide for proactive discussions between you and your supervisor, designed to encourage communication and to determine an initial scenario for returning to campus. It will be important to note that any agreed upon and approved schedules can change based on the needs of the employee and/or the organization.