

In support of Development and Alumni Engagement's, *Hybrid and Remote Work Guidelines*, this hybrid work agreement outlines the expectations of an employee's schedule. The implementation of hybrid work arrangements will be revisited as necessary due to changes in operations, job responsibilities, and/or an employee request approved by their supervisor. The goal in Development and Alumni Engagement is to provide a balance between business operations and hybrid work arrangements.

I. General Work Arrangements

This document specifies a Hybrid Work Agreement between _____ and Development and Alumni Engagement (DAE). The hybrid work arrangement that has been agreed upon is as follows;

1. General office hours are 8am – 5pm Pacific Time Monday through Friday:
2. The days and hours when the employee is expected to be onsite are
3. The days and hours when the employee is expected to work remotely are
4. Additional days and hours related to on-site work may be designated by the supervisor, department head, or organization head for meetings and other in-person events. Please note that all Development and Alumni Engagement all-staff meetings will be held in person and that all Development and Alumni Engagement staff are required to attend these meetings in person.
5. The employee's duties and responsibilities will remain the same as working at the regular university site.
6. Effective communication is essential for this arrangement to be successful. The employee agrees to remain accessible during designated work hours unless agreed upon otherwise between the employee and supervisor.
7. The university or the employee may terminate the agreement at any time as agreed upon by supervisor and/or department head.

II. Personnel Policies/Procedures/Bargaining Unit Contract/FLSA Compliance

1. All applicable [UC Personnel Policies/UCR Local Procedures](#) and/or [collective bargaining agreements](#) shall apply.
2. **All Employees:**
 - a) Must track and record their time in the same manner as when working at the regular university worksite.
 - b) Requests to use sick leave, vacation, or other leave must be approved by the employee's supervisor in the same manner as when working at the regular university worksite.
 - c) **For non-exempt employees:** requests to work overtime must be approved by the employee's supervisor in the same manner as when working at the regular university worksite.
3. The employee agrees to and understands that all obligations, responsibilities, terms, and conditions of employment with the university remain unchanged, except those obligations and responsibilities specifically addressed in this agreement.
4. The employee agrees to and understands that management retains the right to modify or suspend this agreement on a temporary basis as a result of business necessity.
5. Parking fees are the responsibility of the employee and will not be covered by DAE in accordance with [UCR Policy 450-56 Parking Permits](#).
6. Per [G-28 Travel Regulations](#) the employee's headquarters will be the university.
7. The employee agrees to and understands that employees who access campus or any University facility or office for any duration must comply with the [University of California - Policy on Vaccination Programs](#) which requires, with few exceptions, that all students, faculty, and staff be up to date with any required vaccinations.

III. Safety & Equipment/Information Security

1. The employee agrees to maintain a remote work environment that is ergonomically sound, clean, safe, and free of obstructions and hazardous situations.
2. The employee agrees to use university-owned equipment, records, and materials for purposes of university business only, and to protect them against unauthorized or accidental access, use modification, destruction, or disclosure. The precautions described in this agreement apply regardless of the storage media on which information is recorded, the locations where the information is stored, the systems used to process the information, or the processes by which the information is handled.
3. The employee agrees to report to the supervisor instances of loss, damage, or unauthorized access at the earliest reasonable opportunity.
4. The employee agrees to allow electronic and/or physical access to the remote worksite for purpose of assessing safety, university property maintenance, and security methods, as well as job performance.
5. The employee agrees to report work-related injuries to the supervisor at the earliest reasonable opportunity. The employee agrees to hold the university harmless for injury to others at the remote work site.

IV. Equipment

1. The employee agrees that the equipment outlined in an [Authorization to Use University Property in Off-Campus Location](#) will be supplied by the department. The [Authorization to Use University Property in Off-Campus Location](#) must be submitted to DAE's Systems Administrator (CMT) for all borrowed equipment prior to obtaining approval from supervisor and being removed from campus property.
2. The employee understands that all equipment, records, and materials provided by the university shall remain the property of the university.
3. The employee agrees to return university equipment, records, and materials on-site within 10 days of termination of this agreement. All university equipment will be returned to the university by the employee for inspection, repair, replacement, or repossession within 5 days with written notice.
4. All equipment, furniture and/or supplies *not* listed in the [Authorization to Use University Property in Off-Campus Location](#) form will be supplied and maintained by the employee.

V. Taxes and Zoning Regulations

The employee understands that they are responsible for tax consequences, if any, of this arrangement, and for conformance to local zoning regulations.

I hereby affirm by my signature that I have read this Hybrid Work Agreement and understand and agree to all of its provisions.

Signature of Employee

Date

Signature of Supervisor

Date

Signature of Department Head

Date