



Remote and Hybrid Work Pilot Checklist

Please follow these steps before signing the Remote and Hybrid Work Pilot Agreement:

- Staff member has reviewed the program details and guidelines and has expressed an interest in exploring a remote and/or hybrid work arrangement with the supervisor
- Supervisor has evaluated the request utilizing the Remote and Hybrid Work Pilot Assessment Tool and has determined that both the role and the staff member may be suitable for a remote or hybrid work [agreement](#)
- Staff member and supervisor have discussed departmental and operational needs, and have agreed upon a remote or hybrid work arrangement and a schedule that supports those needs
- Staff member and supervisor have confirmed an appropriate remote work location within Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, Pennsylvania or Vermont
- Staff member has identified a work space that is conducive to successfully carrying out their responsibilities and is free from distractions
- Staff member has made appropriate dependent care arrangements during remote work hours
- Staff member and supervisor have confirmed what equipment and resources will be required to support the remote or hybrid work arrangement, consistent with the Remote and Hybrid Work Pilot Agreement
- Staff member and supervisor have both reviewed the IT remote work guidelines and policies and have established a plan that is consistent with them
- Staff member and supervisor have reviewed policies and requirements for remote and hybrid work, including [overtime, reporting hours for nonexempt employees, attendance and leave policies](#), and [Workers' Compensation](#) policies
- Performance evaluations and goals are current
- Staff member and supervisor have completed the required remote and hybrid work training and have accessed other remote and hybrid work training and resources as needed
- Staff member and supervisor have identified a schedule to meet and review how the remote or hybrid work arrangement is going, and at a minimum have scheduled a check-in three months from the time of the Remote and Hybrid Work Pilot Agreement
- If needed, the supervisor has shared schedules to ensure coordination and communication among the team
- Following the approval of any Remote and Hybrid Work Pilot Agreement, the signed agreement will be [uploaded in Workday](#)