

Vanderbilt School of Medicine Basic Sciences

Alternative Work Agreement (AWA) | Hybrid/remote work

A Hybrid/remote work arrangement allows eligible employees to work from an alternative work location, such as their home, for up to three days (or the equivalent of 24 hours) of the regular workweek. This document is intended to ensure that both the manager and the employee have a clear, shared understanding of the employee’s Hybrid/remote work arrangement.

Instructions for Employees: Please submit this completed form to your HCM Specialist. There are additional approvals needed. Your HCM Specialist will inform you when the request is complete.

Employee remote work information

Employee Name:	
Job Title:	
Department / Work Unit:	
Manager:	
<b>Hybrid/remote work</b> arrangement (select one):	<input type="checkbox"/> 1 day per week <input type="checkbox"/> 2 days per week <input type="checkbox"/> Other (specify)
Address where remote will be performed:	
Effective dates:	Start date End date, if applicable

At minimum, the agreement should be assessed at 6-month intervals to ensure that the individual’s quality of work, efficiency, and productivity are not compromised by the alternative work arrangement.

Temporary or ad-hoc modifications to this agreement should be discussed between the employee and manager. Long-term or substantive modifications required that a new AWA be submitted and are subject to required approvals.

Specify a date to meet and discuss the effectiveness of the AWA.

AWA agreement review date:	
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Work schedule and location

The normal work schedule for the position is \_\_\_\_\_, Monday through Friday.

Day of Week	Work Location
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

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### Hybrid/remote work expectations

The general expectation for Hybrid/remote work arrangement is that the employee will effectively accomplish all their regular job duties, regardless of work location.

AWA Policy/Procedure	Employee initials
<ul style="list-style-type: none"> <li>• Employees will be available and responsive during the normal work schedule specified above.</li> <li>• Expectations for timely completion of work and other performance criteria are the same for remote, hybrid, and on-campus staff members. Business or work units are expected to apply the same performance standards to staff members regardless of work location.</li> <li>• Employees agree to work at the above-listed locations during their remote work schedule unless they have received prior approval to temporarily work elsewhere.</li> <li>• Employees are willing to adjust their Hybrid/remote work schedule as needed, for example, being present on campus at the office/department, when necessary, to attend meetings, training sessions, or similar events or occurrences.</li> </ul>	

Specific expectations for this Hybrid/remote work arrangement should be summarized in the table below. Additional rows may be added as needed.

Expectations	Manager's comments and expectations	Employee's comments and expectations
Communication with team members, internal stakeholders, external contacts, etc.		
Events or activities which require in-person attendance.		
Responsiveness expectations (e.g., via email, telephone, skype, Microsoft Teams, and other communication platforms)		
Areas of focus during remote work		
Other (Specify)		

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### Equipment and technology access

Policy/Procedure	Employee initials
<b>Internet:</b> Internet connectivity is the responsibility of staff members working off-campus. Bandwidth requirements may vary depending on job function and assignment.	
<b>Standard IT Services:</b> IT Services are the responsibility of the university. These services include central management of the laptop or other computer workstation, patching, anti-malware, firewall, and host-based security features. Services that require in-person assistance from IT Service Delivery must take place on campus.	
<b>Equipment:</b> The university will provide a computer and other necessary equipment required to perform essential job functions. <b>VBS will</b> not purchase multiple sets of equipment for hybrid work staff members.	
<b>Data security:</b> Consistent with Vanderbilt’s policies and expectations of information security for staff working on campus, staff working off-campus will be expected to ensure the protection of university information accessible remotely.	

*Additional information on working remotely can be found on the VUIT website.*

### Policies and procedure acknowledgement

Policy/Procedure	Employee initials
I have read and understand <a href="#">Vanderbilt University Remote and Hybrid Work Policy for Staff</a> and the <a href="#">VBS Alternative Work Arrangement Policy</a> and I understand that Violation of these policies may result in disciplinary action, up to and including termination of employment.	
I understand that I am required to comply with are required to comply with Vanderbilt’s <a href="#">Hours of Work</a> policy.	
I understand that the work I do while working remotely remains subject to University records retention policy and applicable university policies and regulations	
I understand that work-related injuries at my remote location during agreed-upon working hours may be covered by Workers’ Compensation. Managers should be notified of any workspace injuries immediately and staff must complete the online first <a href="#">report</a> of injury. The university assumes no responsibility for injuries that occur as a result of activities that do not arise primarily out of and in the course and scope of employment.	
All remote and hybrid staff members are responsible for having their own designated off-campus workspace. Staff members are responsible for identifying a workspace that is conducive to performing their job duties.	
Unless required by law, staff members are responsible for costs related to the setup of the designated workspace. Staff members are also responsible for compliance with any tax implications of a remote workspace.	

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This AWA agreement is not a contract of employment, does not provide any contractual rights to continued employment. The AWA agreement may be terminated by the department/unit of Vanderbilt School of Medicine Basic Sciences at any time with 10 business days' notice, unless it is for alleged misconduct or an emergency, in which case, it may be terminated immediately.

Employee signature: \_\_\_\_\_ date: \_\_\_\_\_

### This section to be completed by the supervisor:

Policy/Procedure	Supervisor initials
<ul style="list-style-type: none"><li>• I have read <a href="#">Alternative Workplace Arrangements Toolkit &amp; Guidelines for Success</a> and the <a href="#">VBS Alternative Work Arrangement Policy</a></li><li>• I have reviewed the VBS Guidelines for Approval of Alternative Work Arrangements (AWAs).</li></ul>	

Supervisor Name: \_\_\_\_\_

Approved

Not Approved

Comments (if request is not approved, please explain reason(s) for denial)

Supervisor signature: \_\_\_\_\_ date: \_\_\_\_\_