

**This Agreement establishes the terms and conditions of participation in an arrangement for hybrid work.**

This is a trial agreement between MSU Extension, \_\_\_\_\_ and  
and covers the period from \_\_\_\_\_ through July 31, 2022.

The employee volunteers to participate in this work arrangement and to follow applicable guidelines and policies. The employer agrees to allow the employee to participate in a hybrid work arrangement pursuant to this Agreement.

**Duration:** This agreement will be valid for the time period indicated above or until canceled by either party.

**Work Hours:** Work hours and location are specified as part of this Agreement.

**Employee Benefits:** The employee's benefits (pay, leave, insurance coverage, etc.) will not be altered because of the employee's participation in a hybrid work arrangement. Employee benefits will continue to be based on the employee's job classification and applicable university policies, contracts and employment documents.

**Leave:** Employees must obtain supervisory approval before using leave time in accordance with established procedures. The employee agrees to follow those established procedures when working from home.

**Overtime: If the employee is eligible for overtime,** an employee working overtime that has been approved in advance will be compensated in accordance with applicable law, contractual provisions and work rules. The employee understands that their supervisor may choose not to accept work products resulting from unapproved overtime. The employee understands that failing to obtain proper approval for overtime work may result in termination of the Hybrid Work Agreement and/or other appropriate disciplinary action.

**Equipment:** The supervisor and employee will agree upon the equipment to be used while working remotely so the employee can perform work assignments. Employees with a hybrid work arrangement should not expect to receive dual office setups to complete work in both the business location and remotely. If the employee is assigned a laptop for their work, they may take that home for remote work but no other accessories (additional monitors, docking stations, mice, etc.) will be provided. Office furniture owned by the university, including chairs must remain in their assigned business office. The employee is responsible for the cost of internet service and any duplicate equipment needed in their home office for any reason.

**Maintenance of Equipment:** Computers provided by the employer will be serviced and maintained by the employer except for damage or service arising out of negligence or unauthorized use. Equipment provided by the employee will be at no cost to the employer and will be maintained by the employee.

**Will the employee use a MSU laptop when working remotely?** \_\_\_\_ YES \_\_\_\_ NO

**Does the employee have a reliable internet connection?** \_\_\_\_ YES \_\_\_\_ NO

**Does the employee have a cell phone or home phone that is available at all times during work hours?** \_\_\_\_ YES \_\_\_\_ NO

**Employee's cell or home phone number:** \_\_\_\_\_

### Applications the Employee Must Access:

The employee must be able to access all software applications typically used in their work (e.g. PEARS, Enterprise Business Systems HR/Payroll, etc.), with the exception of (if there are any, list below):

- 1.
- 2.
- 3.

**Cost:** The employer will not be responsible for operating costs, maintenance or any other incidental costs such as utilities associated with use of the home office. The employee does not forfeit the right to be reimbursed for authorized expenses incurred while conducting official business for the employer.

**Liability:** The employer will not be liable for damages to the remote work location resulting from participation in this hybrid work arrangement. In signing this document, the employee agrees to hold the University harmless against any and all claims, excluding workers compensation claims, arising from the employee's participation in the hybrid work arrangement.

**Workers Compensation:** The employee is covered by workers compensation if injured in the course of performing official duties at the home office location.

**Verification of Remote Work Location Safety:** In signing this agreement, the employee verifies that their home office provides workspace that is free of safety and fire hazards.

**Work Assignments:** The supervisor will communicate with the employee to provide work assignments and review completed work, as deemed necessary by the supervisor. The employee will complete all assigned work according to established unit procedures.

**Performance Evaluation:** The evaluation of the employee's job performance will be based on established standards. Performance must remain satisfactory to continue hybrid work. Employees will not be allowed the option of hybrid work while on a Performance Improvement Plan (PIP).

**Records:** The employee is expected to comply with the Michigan State University [Institutional Data Policy](#) and apply any other safeguards that are designated by the employer to protect records from unauthorized disclosure or damage. Institutional data must not be stored on the employee's personal computer. All records, papers and correspondence must be safeguarded for their return to the office.

**Considerations:** The supervisor and employee will agree upon how each work day is designated in the employee's Outlook calendar, and establish minimum expectations while working remotely. The employee will remain flexible enough to attend meetings at their business location or another location as deemed necessary by their supervisor, district director or institute director, even if it falls on a work-at-home day. There is no expectation that the work-at-home day will be "made up."

**Work Hours and Location:** The following are the locations and working hours which are agreed to as part of this Hybrid Work Agreement. The employee agrees to work from the official business or hybrid work location. Changes in schedule must be approved by the employee's supervisor in advance. Failure to comply with this provision may result in termination of the Hybrid Work Agreement and/or other appropriate disciplinary action.

**Official Business Location (OBL):** \_\_\_\_\_

**Hybrid Work Location (HWL):** \_\_\_\_\_

Work Hours By Location			
Day	Hours		Location (OBL or HWL)
	From	To	

**Hybrid Work Plan:** This section must include and address all of the following items (insert here, or attach additional pages as needed):

1. Please describe the work duties that you will perform from home relative to your position classification expectations. (500 words)

2. How will work output be reviewed, relative to your position classification expectations? (50 words)

3. How will supervision be provided, relative to your position classification expectations? (50 words)

4. How regularly will you and your supervisor meet to review the efficacy of the hybrid work agreement and if the agreement is productive for you, MSU Extension, your colleagues and your clientele? (25 words)

5. What will be used to assess remote work efficiency and quality, relative to your position classification expectations? (100 words)

6. How will you handle technology needs in both your business location and hybrid work location?  
(50 words)

7. How will time off, breaks and lunches be communicated and approved, relative to your position classification expectations? (50 words)

8. How will you stay connected with your colleagues, partners, clients and others? (e.g. Zoom, email, phone, Teams chat, Zoom chat). (50 words)

9. Are there meetings or events that will require you to be at your business location or away from your home office on days you have asked to work from home? What are the frequency of those meetings? (100 words)

10. If a meeting or event requires your attendance at your business location (or a location other than your hybrid work location), how will the supervisor and employee go about communicating this and setting expectations. (50 words)

**Evaluation of the Agreement:** The supervisor(s) and employee will meet at set intervals, as outlined above in the Hybrid Work Plan, to review this agreement ensuring the arrangement is productive for MSUE and the employee. **A check-in after one month of hybrid work is required for assessing effectiveness.**

**Termination of the Agreement:** The employer or employee may terminate this arrangement at any time, for any reason.

**By signing this document, I agree to the following:**

- I will document programming, meetings, time off, breaks and lunches in my Outlook calendar.
- I will make my calendar public to all MSU Extension colleagues, including support staff.
- I understand that I may be asked to attend a staff meeting, partner meeting or event or conduct programming on a day that is designated a work-at-home day in this agreement. I will make every effort to attend those meetings when given adequate notice, and have no expectation of “making up” the work-at-home day.

**We agree to abide by the terms and conditions of this agreement**

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**District Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Institute Leadership:**\_\_\_\_\_ **Date:** \_\_\_\_\_

**Director's Office:** \_\_\_\_\_ **Date:** \_\_\_\_\_

A signed copy of this agreement must be provided to the employee, supervisor, Institute Leadership, District Director and Extension Human Resources ([msue.hr@msu.edu](mailto:msue.hr@msu.edu)) **prior to the onset of remote or hybrid work.**