

**HYBRID WORK ARRANGEMENT REVIEW FORM**

***Trial Period and Periodic Reviews***

*The University’s hybrid work program includes policy #130 in the* [*HR Policy Manual*](https://www.stjohns.edu/about/leadership-and-administration/administrative-offices/human-resources/human-resources-policy-manual)*. The hybrid work policy states that all hybrid work arrangements are subject to an initial three-month trial period to evaluate their effectiveness. Periodic reviews of ongoing hybrid work arrangements are conducted to evaluate whether the arrangement continues to meet the needs of the population being served (i.e., students, parents, alumni, department, University employees, etc.). The schedule for periodic reviews is established by the supervisor, but should be conducted at least annually as part of the University’s performance management process –* [*Recognize Excellence and Development (RED)*](https://www.stjohns.edu/my-st-johns/human-resources/policy-202-performance-management)*. This form can supplement the RED review for employees in a hybrid work arrangement.*

Refer to policy #130 for descriptions and expectations before answering the following:

1. **Work hours** have been reviewed and are [ ] Satisfactory [ ] Unsatisfactory.
2. **Work location** has been reviewed and is [ ] Satisfactory [ ] Unsatisfactory.
3. **Travel** requirements have been reviewed and are [ ] Satisfactory [ ] Unsatisfactory.
4. **Workspace** guidelines have been reviewed and the work setting is appropriate and meets the needs of the job and the employee: [ ] Yes [ ] No.
5. **Work equipment** has been reviewed and is [ ] Satisfactory [ ] Unsatisfactory.
6. **Data protection and security** have been reviewed and are [ ] Satisfactory [ ] Unsatisfactory.
7. Any **modifications** that need to be made to the hybrid work arrangement should be listed here, and address any items reported above as unsatisfactory: **List all changes here**

Hybrid work arrangements may be discontinued, suspended, or modified by the University at any time. Any substantive, non-temporary changes to the hybrid work arrangement require the employee and supervisor to complete a new Hybrid Work Agreement.

This hybrid work arrangement:

[ ]  Can continue as is.

[ ]  Can continue with the modifications indicated.

[ ]  Will be suspended pending Insert conditions

[ ]  Will be discontinued and the employee will work on campus, effective on Click or tap to enter a date.[ ]  Will be discontinued and employee has terminated employment, effective on Click or tap to enter a date.[ ]  Will be discontinued and employee has terminated employment, effective on Click or tap to enter a date.

Date of next review, if applicable, will be: Click or tap to enter a date.

Agreed to and signed by:

Employee on date

Supervisor on date

*Complete this form and email it to the Office of Human Resources to be included in the employee’s personnel file with their hybrid work documentation. Email Karen Crowley at* *crowleyk@stjohns.edu* *and Marian Saia at* *saiam@stjohns.edu**.*