



Employee Name:	Employee email:
Employee Number:	Department:
Position title:	Supervisor:

The following hybrid work schedule has been agreed upon:

Work Schedule

Day of the Week	Work Location
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

The Official work location will remain as the Employee’s University work location.

Terms and Conditions

1. This pilot hybrid work arrangement shall be for ____ months (no longer than 12 months in duration) and will be effective from _____ to _____. This arrangement may be renewed by mutual agreement.
2. The Employee and Supervisor will have regular discussions about work priorities, work productivity and other matters that relate to the work and this agreement. Regular discussions are to be scheduled at the signing of this agreement.
3. The Employee will be required to attend the workplace at least ___ days per week, which may be increased at the request of the Employee or the Supervisor with reasonable notice.

Days may be altered on a temporary basis with reasonable notice, in support of operational requirements.

Work weeks with Statutory Holidays and/or vacation days may reduce the number of remote working days for those weeks, to ensure adequate in-office coverage.

4. The Employee understands and is aware that it may be necessary to attend the University on a remote working day for team meetings, training and/or at the Supervisor's discretion. The Supervisor will provide at least two (2) weeks' notice of any such requirement, where possible.
5. The Employee may be required to temporarily return to their University work location for a period of time due to operational requirements such as prolonged system failure or inoperable equipment.
6. By agreeing to this hybrid work arrangement, the Employee confirms that they have a dedicated workspace in their place of residence where they can perform their duties without interruption. To help ensure Employee safety at home, the [Home Workspace Self-Assessment Safety Checklist](#) must be completed.
7. The Supervisor and Employee agree on the following related to equipment and resources:
 - a. Provided by the employee:
 - b. Provided by the employer:

McMaster will not be responsible for any operating costs that are associated with the employee using their home as a remote work location, including home maintenance, insurance, or utilities.

8. It is the Employee's responsibility to consult with an insurance agent for any payment implications due to working from home.
9. The Employee will require access to McMaster University systems through high-speed internet service.

10. The Employee must comply with all McMaster University direction and guidelines/ pertaining to the use of computer hardware and software, including, but not limited to:

- Install Operating System and Software Updates
- Use of Anti-Virus Software
- Protection of Password
- Be Cautious of Using Email/Internet and Email Spam/ Phishing
- Sending Restricted Data
- Do Not Download or Install Unsolicited Files
- Avoid Peer to Peer File Sharing
- Turn on Your Computer's Firewall
- Lock Your Computer or Log off from Public
- Securing Confidential Electronic Data
- Cloud Computing Security Best Practices

The above information can be accessed using the following links:

- <https://secretariat.mcmaster.ca/privacy/>
- <https://www.mcmaster.ca/uts/>

11. When working from home, the Employee is responsible for setting up and maintaining a designated workspace that meets workplace health and safety requirements.

12. The Employee is required to complete and sign the [Health and Safety checklist](#) that forms part of this agreement.

13. Employees are not to conduct in-person meetings at their remote work location. Meetings are to be conducted virtually or at a McMaster location.

14. The Employee is solely responsible for any loss or damage to any university property in their possession, including property while being transported to and from their remote work location and for property in their home, whether in the designated work area or otherwise, except for normal wear and tear.

- a. Should there be any loss or damage to any university property while in their possession, the Employee must notify their Supervisor as soon as this is known.

15. McMaster will not be held liable for any damages to an Employee's property or for any injuries to family members, visitors, or others at the Employee's remote work location.



16. The Employee is responsible for protecting the confidentiality of any privileged and/or confidential University information.
17. The Employee will continue to perform the duties of their position and will be expected to continue meeting the requirements of their position for the duration of this hybrid work arrangement.
18. The Employee will have arrangements in place for regular dependent (child or elder) care during their workday at the remote work location.
19. The Employee will continue to follow current protocol for leaves of absence. This includes:
 - a. Vacation requests
 - b. Sick Leave requests. If an employee is unable to carry out the duties of their position, when working at home, due to illness or injury, they will follow normal protocol for reporting the absence and be granted appropriate [disability benefits](#) as applicable to their employment contract or collective agreement.
 - c. Other leaves of absence that the Employee is entitled to.
20. The Employee will report all work-related accidents or injuries to their supervisor in accordance with University WSIB timelines and requirements.
21. Incidents of workplace violence and harassment must be reported by the Employee to the Supervisor as soon as possible.
22. The hybrid work arrangement may be terminated at any time by either the Employee or the Supervisor on thirty (30) calendar days written notice or earlier by mutual agreement.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

cc. Union Representative (if applicable)

HR Service Centre / HR Strategic Partner