

# City of Saint Paul Hybrid Work Agreement and Acknowledgment

**Notice of Intent to Collect Private Information:** This Hybrid Work Agreement and Acknowledgement requests you to provide address and contact information that may be your home or other nonpublic address and contact information. We are requesting this information for the purpose of determining a hybrid work location. The information also may be used to contact you while you are remotely working. You may refuse to provide the requested information, however if you refuse to supply the information, you will be ineligible for hybrid work. The requested information may be shared with City Human Resources staff, department leadership and supervisors, City safety staff, other City employees with a business need to access the data, and others as required by court order or as authorized by law.

Employee Name:		Date:	
Department:			

This Agreement is not a contract and can be changed or cancelled by the City at any time, at the sole discretion of the City.

<b>HYBRID WORK SCHEDULE WEEK 1</b>		
Effective date of hybrid work schedule (mm/dd/yyyy):		
The following will be your hybrid work schedule. All overtime work must be pre-approved by your supervisor.		
<i>Day of the Week</i>	<i>Work Hours</i> Example: 8:00 AM – 4:30 PM	<i>Location</i> H = Hybrid work location O = City Office/City site
Monday		
Tuesday		

Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

**HYBRID WORK SCHEDULE WEEK 2**

<i>Day of the Week</i>	<i>Work Hours</i> Example: 8:00 AM – 4:30 PM	<i>Location</i> H = Hybrid Work Location O = City Office/City site
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

## HYBRID WORK LOCATION/CONTACT INFORMATION

Employee's Home:

Other Location:

Employee Contact Information:

## EQUIPMENT/SUPPLIES

You must follow normal office supply request procedures for office supplies, such as pens, paper, notepads, needed for your hybrid work location. Expenses for hybrid work equipment or supplies will be reimbursed only if preapproved and to the extent reimbursement is provided by your collective bargaining agreement or compensation plan, and consistent with applicable City and/or department policies. The City or department assumes no responsibility for operating costs associated with the hybrid work location beyond a computer if provided by the City, including but not limited to maintenance or modification of the hybrid work location, internet, telephone, furniture, utilities, and insurance. All City or department owned equipment and supplies must be returned when the hybrid work arrangement ends.

Item Type	Serial Number (if applicable)	Description of Item

## COMMUNICATION/AVAILABILITY

Hybrid workers are responsible for attending all required meetings unless their supervisor approves otherwise. They must also be available and reachable during the hybrid work schedule by customers, co-workers, supervisors/managers, and department leadership.

*List communication expectations of the hybrid worker, including expected response time, etc.*

## PERFORMANCE EXPECTATIONS

*List how employee's work will be monitored or evaluated, including any details on measuring performance.*

## CANCELLATION

This hybrid work arrangement can be changed or cancelled by the City or department at-will, at any time, with or without cause. The decision to approve or not approve, to change, or to cancel a hybrid work arrangement is not subject to appeal or grievance. If you wish to cancel this Hybrid Work Agreement, you must provide sufficient advance notice to your supervisor.

## REVIEW/RENEWAL

The Hybrid Work Agreement must be reviewed at least annually. The Hybrid Work Agreement also must be reviewed if any of the following occur: 1) a change in hybrid worker's job duties; 2) a change in the hybrid worker's or supervisor's position; or 3) a change in any of the provisions documented in this Hybrid Work Schedule and Acknowledgment form.

## SPECIAL CONDITIONS

*List any additional instructions, conditions, restrictions, or exceptions relating to this Hybrid Work Agreement.*

## ACKNOWLEDGEMENTS

I understand, acknowledge, and agree to the following:

Hybrid work is a staffing and work arrangement to be used at the sole discretion of the City if it meets City's business needs. As such, my hybrid work arrangement may be changed or cancelled at-will, at any time, with or without cause. The City's decision to approve or not approve, to change, or to cancel a hybrid work arrangement is not subject to appeal or grievance.

Hybrid work hours are regular work hours, and I may not use hybrid work hours to perform personal activities. Just as with regular work hours, hybrid workers are expected to follow the department's vacation and sick leave policies and procedures to request time off from hybrid work to engage in non-work activities.

While the presence of dependents or others in the household should not be a bar to a hybrid working agreement, employees will manage dependent care and personal responsibilities in a way that allows them to successfully meet job responsibilities. While occasional, brief interruptions may occur, interruptions should be kept to a minimum to avoid work disruptions.

My work duties and responsibilities are not altered by this hybrid work arrangement, and I am responsible for meeting performance expectations and standards and maintaining satisfactory work performance.

My salary and benefits are not altered by working in a hybrid working arrangement.

Expenses will be reimbursed only if pre-approved by my supervisor, and only to the extent that reimbursement is provided by my collective bargaining agreement or compensation plan, and consistent with applicable department and City policies. Unless reimbursement is explicitly authorized by my supervisor, my collective bargaining agreement/compensation plan and policy, I am responsible for supplies and expenses necessary to perform remote work at my hybrid work location.

It is my responsibility to ensure that my hybrid work location will accommodate any City equipment necessary for me to conduct my work. I must protect my hybrid work location from hazards and dangers that could affect the equipment, and I must ensure my hybrid work location is conducive to work.

I must return all City-owned equipment and supplies immediately upon termination of my hybrid working arrangement, or when my employment with the City ends.

If I provide the equipment used during the hybrid working arrangement, I am solely responsible for servicing and maintaining it.

I may only use any and all City-owned equipment, software, data and supplies located at my hybrid work location for the sole purpose of conducting City business.

I must notify my supervisor immediately if I experience equipment malfunctions or connectivity issues which prevent me from working remotely. I may be assigned other work, asked to report to my permanent/principal work location, asked to take approved leave pending resolution of the issue, and/or allowed to flex my time at my supervisor's discretion.

I must report any accidents or injuries that occur while I am working remotely to my supervisor immediately.

I must maintain and safeguard data in accordance with all laws, rules, regulations, and policies regarding data practices, data privacy and data retention. All data created and maintained during my hybrid work arrangement generated for the purpose of conducting City business is subject to the Minnesota Government Data Practices Act and the City's records management statute, regardless of whether the work is performed using City owned or employee-owned equipment. This means the I am responsible for following proper retention and disposal procedures, such data remains the property of the City, and I must return all such data to the City upon request of the City or upon my separation from employment.

I am required to comply with all City and department policies, guidelines, rules, regulations, and state and federal laws while I am working in a hybrid working arrangement in the same manner as if I was not working remotely.

I have read the City of Saint Paul's Hybrid Work Policy and agree to comply with its terms and conditions.

I have read and agree to the terms and conditions of this Agreement.

Supervisor Signature:		Date:	
Dept. Director Signature (if applicable):		Date:	
Employee Signature:		Date:	

Original to Personnel File

Copy to Employee

Copy to Supervisor