



Rhodes College

—1848—

RHODES COLLEGE SHORT-TERM HYBRID WORK FORM

The Rhodes College Short-Term Hybrid Work Form is used to define the details of a proposed or existing hybrid work arrangement, including specifics about how, where and when work will be performed. This form is intended for arrangements that are expected to be one month or less. Please download this form prior to completion for your personal records.

This is a:

- Proposed Hybrid Work Arrangement
- Existing Hybrid Work Arrangement

Employee Information

Employee Name:	R Number:
Job Title:	Phone Number:
Department:	Supervisor:

Type of Hybrid Work (select all that apply)

- Remote Work – working from home full-time
- Telework – working from home and need to come on campus during the week
- Flextime – starting and ending at different hours than a normal shift

Work Schedule and Location

Workday	Start Time	End Time	Start Time	End Time	Work Location
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

Telework/Remote Work Arrangement

Please describe any job functions that *must* be completed on campus (including day(s), hour(s), and location), if any, and which job functions will be completed remotely (at home).

Your Home Office Setup

Do you have a reliable computer, camera accessories and internet connection to support working remotely using Zoom videoconferencing and other standard office software used at Rhodes? Please explain.

Other Considerations

Please note any further considerations you would like to share.

Signature

Hybrid work arrangements are subject to ongoing review, and hybrid work arrangements may be subject to termination at any time based on performance concerns, organizational needs, or team structural changes.

Before signing, please save a copy of this completed form for future renewals.

Employee Signature & Date: _____

Supervisor/Manager Signature & Date: _____

Vice President Signature & Date: _____

Arrangement will be next reviewed on: _____

Your signature indicates acceptance of Rhodes remote work guidelines as well as the Computer and Internet Usage policies as set forth in the [College Handbook](#).

Hybrid work arrangements should be reviewed annually during performance evaluations and may be reviewed as frequently as necessary.

Following the completion of this process, copies of this form and any attachments should be provided to the employee, employee's supervisor, employee's Vice President, and Human Resources.

Employee
Date Received: _____

Supervisor
Date Received: _____

Vice President
Date Received: _____

Human Resources
Date Received: _____