

# Corporate Policy and Procedure

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Policy	<b>Hybrid Work Policy</b>
Category	Corporate
Authority	Human Resources
Related Policies	Code of Conduct COVID-19 Vaccination Policy Incident Investigation and Reporting Policy Workplace Precautions During a Pandemic Policy (COVID-19)
Approved By	Executive Team
Effective Date	Tuesday, March-01-2022
Revision Date	Click or tap to enter a date.

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## Policy Statement

The City of Guelph is committed to a hybrid work process, which allows specific jobs, positions, teams and/or departments to work from home or at non-City owned facilities whether they are employed on a part-time, full-time or temporary/contract basis.

Application or use of this policy is not a right and shall be permitted at the sole discretion of the General Manager in the department where the employee works.

## Purpose

The intent of this policy and its procedures is to ensure that opportunities to participate in hybrid work are assigned and/or administered on a consistent basis and in accordance with all relevant legislation.

## Scope

This policy applies to all City of Guelph employees subject to the specific provisions outlined in this policy, whether the employee works from home parttime, full-time or temporarily.

Where an employee is represented by a union and is a member of a bargaining unit and a general provision of this policy conflicts with a specific provision in that employee's collective agreement, the collective agreement provisions will prevail.

## Definitions

### Home Workspace

An area in an employee's private residence that has been designated as a workspace. The employee is responsible for confirming that this workspace is safe and can maintain the privacy and security of the employee and the City's confidential information.

### Hybrid Work

Completing regular work duties and responsibilities at a City of Guelph work location or facility and the employee's home on a schedule that is dependent on operational requirements.

### Hybrid Work Agreement

Documented arrangement outlining additional specific terms and conditions applicable where an employee can complete their core job duties from an approved home workspace, whether assigned by the City or requested by an employee, subject to the conditions outlined below. Hybrid Work Agreements can be of short or longer-term duration but must include a minimum of 2 days per week working from a City Facility.

## Roles and Responsibilities

### General Manager

- Review and approve requests to participate in hybrid work as needed.

### Supervisor/Manager

- Ensure that staff are aware of and comply with related legislation and City policy as it pertains to the *Occupational Health and Safety Act* and other relevant legislation
- Review the type of work that can be completed at a home workspace or offsite
- Determine whether information can safely and securely leave City premises or be communicated electronically
- Review hybrid work requests using the Manager Decision Tree (**Appendix D**) and make recommendations for approval or rejection to the General Manager or delegate
- Provide a signed copy of the **Hybrid Work Agreement** to Human Resources for the employee file
- Keep in regular contact with all employees who have entered into a **Hybrid Work Agreement** and review work and working arrangements as appropriate

- Promptly follow up on performance issues that may be related to working from home
- Ensure review of all **Hybrid Work Agreements** at least annually, or more frequently as needed.

## Employee

- Comply with the terms of this Policy
- Discuss and seek approval from immediate supervisor to enter into a Hybrid Work Agreement
- Complete the **Hybrid Work Agreement** and submit to direct supervisor for approval
- Immediately alert supervisors of any difficulties encountered while working from home, or with the terms of the **Hybrid Work Agreement**
- Report any work-related incidents that occur while working from home as soon as possible to immediate supervisor

## Information Technology:

- Provide capability for hybrid work access to selected corporate applications via approved mechanisms
- Remotely assist with connecting staff to corporate systems via email, phone or remote access into City device. This might include verifying the Internet connectivity available, performing password resets and/or guiding staff on connecting to software

For clarity, IT will not provide any onsite assistance to staff while at any location that is not owned and operated by the City.

## Human Resources:

- Ensure that staff are aware of and comply with related legislation in all jurisdictions such as the *Employment Standards Act, 2000*, *Workplace Safety and Insurance Act*, and the *Occupational Health and Safety Act*
- Guide and advise supervisors and employees to ensure that employer and employee interests are protected
- Ensure copies of the **Hybrid Work Agreement** are maintained.

## General Requirements

### Eligibility

Due to service delivery needs and operational requirements, working from home is not suitable for all positions. Certain departments and divisions may also have greater flexibility than other departments or divisions based on these operational requirements.

To be eligible for hybrid work, a role must (among any other factors that employee's manager reasonably determines are relevant in the given circumstances):

- be able to be successfully completed, at the manager's sole discretion, in a manner that ensures satisfactory outcomes with respect to the core functions of the role.
- be able to be performed using hardware and software that is readily and economically available for home workspaces.
- be able to be provided with the necessary workplace support, training, coaching and/or learning and development opportunities.
- fit duties of the role that can be completed outside of City facilities in a safe and effective manner, without impacting the employee's ability to perform their role or service to its clients, customers or citizens.
- not be dependent on tools and/or the tangible assets of the City which are fixed at any one location: and
- otherwise, be able to be performed from home, in an operationally feasible and cost-effective manner.

If an employee's role is eligible for hybrid work, then the employee's manager will assess the employee's own eligibility on factors including whether:

- the employee is participating in any other approved alternate work hours program/agreement such as compressed work week scheduling;
- the employee is not on an informal or formal performance management plan;
- there are ongoing requirements for the employee to have in-person face to face meetings with stakeholders;
- the hybrid work creates additional work for the employees colleagues;
- the employee signs a **Hybrid Work Agreement** in the form provided by management; and
- the employee is able to attend the applicable City facility within a reasonable period of time upon being notified of the requirement to do so.

The employee's manager should review and complete **Appendix D – Manager Decision Tree** when making the determination as to whether an employee may perform hybrid work.

### **Probationary Employees**

New, or existing employees who start a new role with the City, may be required to work onsite for the probationary period of that role before becoming eligible for hybrid work (unless the role is classified as exclusively able to be work from home). It is at the sole discretion of the relevant General Manager and/or their delegate to permit hybrid work prior to the completion of the probationary period.

### **Revocation or Modification of Hybrid Work Agreements**

All **Hybrid Work Agreements** are subject to periodic review and may be modified or revoked at any time at the discretion of management or the employee's direct supervisor. Management will endeavor to provide employees with reasonable notice of the modification or revocation of hybrid work arrangements, but may change or terminate the arrangement immediately, where reasonably necessary to meet operational needs or where otherwise in the best interests of the City.

## **No Guaranteed Office Space**

Typically, employees who are subject to a longer term (>3 months) **Hybrid Work Agreement** will not be provided with, nor are otherwise entitled to, dedicated office space within any City facility. The City will be responsible for ensuring that employees who have entered into longer term **Hybrid Work Agreements** have sufficient, itinerant office space if and when they are required to work from City offices.

## **Notification to Supervisor if Attending City Facility**

An employee on a **Hybrid Work Agreement** must notify their supervisor if they plan on attending a City facility outside of any regularly scheduled times that they are to work from a City facility.

Depending on the employee's confirmed COVID-19 vaccination status, attendance for rapid antigen testing may be required within the 48 hours prior to reporting for work. For more information, please see the **COVID-19 Vaccination Policy**.

## **Hybrid Work Equipment and Expenses**

### **Equipment and/or Devices provided by the City**

The City wishes to ensure that employees who perform hybrid work have the basic technology necessary to perform their role. Employees will be provided with the City-issued equipment listed in **Appendix A**. The City will also provide employees with any specific software that their role requires. The City may provide the employee with equipment listed in **Appendix B**, upon receipt of approval of the General Manager.

An employee will only be provided with one (1) set of equipment listed in **Appendix A and Appendix B** (if applicable to the employee). An employee must elect to keep the City equipment at one workspace location, having regard to their work schedule and location of work, either a City facility or a home workspace, and will not be provided with a second set of equipment. An employee that elects to keep equipment in a home workspace will not be provided with another set of equipment when working at a City facility. An employee that is provided with a City laptop and/or cell phone is expected to bring these items with them, if and when they are required to work from a City facility.

Any device or equipment provided to the employee is the exclusive property of the City. The employee is therefore required to provide and/or return this equipment to the City on request, and immediately upon the cessation of their employment from the City (for any reason). The employee is responsible for alerting the City in a timely manner should any piece of require repair.

Basic office supplies (e.g. pens, paper, etc.) to be used exclusively for City-related purposes will be made available to employees for pick-up at City facilities through the regular ordering processes established by the employee's Department.

Employees may be required to from time to time attend a City facility for access to occasional use devices, such as printers, scanners, photocopiers and fax machines.

## **Equipment provided by Employees**

Employees are required to provide, at their own cost, home workspace furnishings, including a suitable desk, chair, and lighting. A sufficient internet connection and other home utilities are also the sole responsibility of the employee and will not be reimbursed by the City. Hot spotting from a City provided mobile phone will NOT be permitted.

## **Employee-owned Devices**

Employees may only conduct work from equipment provided by the City (including computers, tablets and cellular phones). At no time will the City provide or install third party software for the sole purpose of operating an employee-owned device. This helps ensure that the appropriate software and programs are being used while maintaining data security and confidentiality.

## **Compensation**

No changes will be made to an employee's salary or method of payment as a result of a **Hybrid Work Agreement**. Positions eligible for hybrid work will be compensated within the same pay rate as they would if they were required to be solely performed from a City facility.

Employees with **Hybrid Work Agreements** remain eligible for salary adjustments in accordance with the applicable policies and procedures or their collective agreement, as well as promotion and skills development programs as set out in applicable policies and procedures.

## **Workspace Expenses**

Employees may be eligible for reimbursement of the following hybrid work expenses, provided that the employee receives prior, written approval from their General Manager and complies with the City's expense reimbursement policies and procedures:

- Charges for long-distance phone calls reasonably made while performing duties for the City.
- Items expressly agreed to in the **Hybrid Work Agreement**.

In accordance with the City's expense reimbursement policy, employees will only be reimbursed for travel that exceeds what is required to get them to and from their normal/base location once per day. For clarity, the normal/base location for employees working from home is the location they would have to report to if the role was to be performed from a City facility and/or a **Hybrid Work Agreement** was not in place.

## **Appropriate Technology Use, Confidentiality and Security**

### **Permitted Use**

Equipment and/or devices provided by the City may only be used in accordance with City policy, including the **Acceptable Technology Use Agreement**. Devices provided by the City are the sole property of the City and the location and use of

these devices will be monitored and managed as the City deems necessary, including to track issuance and location, to monitor appropriate use, pursuant to workplace investigations, or as otherwise may be permitted or required by law.

City devices must be returned to the City by the employee, immediately upon the request of the City and upon the employee's employment terminating, for any reason.

### **Permitted Locations of Work**

Employees may only work from locations that are private and that enable the confidentiality and security of City information. Generally, employees should only be working from their home workspace and from a private, secure network. Generally, employees should not be working from public locations, such as cafes.

### **Confidentiality and Security**

Employees must take all reasonable steps to protect and secure confidential information and data, while working at the home workspace location identified in the **Hybrid Work Agreement**. This includes continued compliance with the City's **Code of Conduct**, Acceptable Technology Use User Agreement and any other confidentiality provisions that apply to the employee and their work materials as determined by the City. In addition:

- at the end of each workday and when not in use, City devices must be either turned off or on a password protected screen (i.e. sleep mode with password protection);
- City devices must not be used or accessed by unauthorized individuals (e.g. family, friends);
- any hardcopy documentation related to City work must be securely stored;
- employees must take reasonable steps to protect City property from theft, damage, or misuse;
- employees must comply with required maintenance, including system maintenance and scheduled shut-downs; and
- employees are reminded of the need to continue to comply with all privacy related corporate and departmental policies, procedures and guidelines (insert hyperlink).

Where an employee believes they require additional items to ensure confidentiality (such as privacy screens), requests can be made to their direct supervisor for consideration.

### **Required Use of VPN**

Employees working from home will be given access to the City's Virtual Private Network (VPN) to ensure secure connections with the City's servers and networks. A secure connection to the City's online system must be used at all times when performing work for the City. All completed and working copies of documents must only be saved on the City's network or in mandated systems as required by the employee's position with the City (i.e. provincial and/or federally-regulated

databases).

## **Hardware and Software Issues and Maintenance**

Employees must immediately notify their direct supervisor and, if appropriate, IT, of any technical issues with hardware, software, Internet access or City systems that prevent the employee from performing the full extent of their duties.

Employees are required to resolve, at their own cost, issues related to employee-owned devices and issues related to internet connectivity.

## **Terms of Hybrid Work**

### **Ongoing Terms and Conditions of Employment**

Employees must adhere to all terms and conditions of their employment and comply with all City policies, procedures and guidelines that would apply if the employee were working onsite. This includes continued compliance with the **Code of Conduct** and all other policies around conduct, confidentiality, privacy, security and leaves of absence, among others.

### **Designated Work Times**

Employees working from home must be online and reachable by email and telephone during the City's core working hours (generally, 8:30 a.m. - 4:30 p.m.; Monday - Friday), unless other hours of work are established and agreed to, in writing, with the employee's direct supervisor or as specified in any applicable collective agreement. Employees are also expected to maintain any minimum hours of work that they are contractually obligated to provide (usually, either 35, 37.5 or 40 hours per week and either 7, 7.5 or 8 hours per day, subject to the terms of the employee's employment contract and any alternative work arrangements).

### **Vacation**

Employees are expected to adhere to all vacation requirements, including statutory and declared holidays and be mindful to schedule and take vacation time.

### **Meal and Rest Breaks**

Employees are expected to adhere to the meal and break requirements (a one (1) hour unpaid lunch and two (2) 15 minute paid breaks), and be mindful when taking breaks throughout the day in accordance with this procedure.

### **Overtime**

Overtime-eligible employees **are not permitted** to work overtime hours unless authorized by their direct supervisor to do so, in writing and in advance. These employees must work with their direct supervisor to help ensure that they maintain



their usual work hours and that, absent of extenuating circumstances, they do not exceed the employee's normal work week.

## **Communication and Touchpoints**

Employees are expected to check-in with their direct supervisor (or equivalent) as per their **Hybrid Work Agreement**. The employee's direct supervisor may arrange for mandatory and regularly scheduled "check-in meetings" between the employee and their direct supervisor (or equivalent), in intervals deemed appropriate in the circumstances.

Working from home should not adversely affect an employee's ability to complete day-to-day functions, including communicating with colleagues, managing customers and clients, maintaining a high level of work quality, and meeting deadlines. Employees must keep their direct supervisor informed on the progress of assignments and reach out to their direct supervisor for support if and when needed.

## **Performance Management**

Unless otherwise appropriate, an employee's direct supervisor will assess the performance of an employee working from home in accordance with established performance management tools and review processes. The employee's direct supervisor will advise employees if any revisions to the performance review process are deemed necessary considering hybrid work arrangements.

## **Reporting to a City Facility**

Employees are expected to be able to attend, upon request by the City and within a reasonable amount of time, their base City facility/location. To the extent possible, an employee's direct supervisor will provide the employees with reasonable notice of any expectation to attend a City facility for meetings or other events.

Depending on the employee's confirmed COVID-19 vaccination status, attendance for rapid antigen testing may be required within the 48 hours prior to reporting for work. For more information, please see the **COVID-19 Vaccination Policy**.

## **Out of Province Work**

Employees are not permitted to establish alternate/home-work locations outside the Province of Ontario.

## **Health, Safety and Accommodation**

### **Maintaining a Safe Home Workspace**

Employees are responsible for maintaining a suitable home workspace that provides ergonomic working conditions and that is free from hazards as per the Ontario *Occupational Health and Safety Act*. To help ensure workplace safety, productivity

and confidentiality, employees should not perform work outside of their home workspace (as documented in their **Hybrid Work Agreement**).

Employees are required to:

- complete and return to their direct supervisor a **Home Office Safety Checklist** prior to commencing hybrid work;
- inform themselves of ergonomic workplace best practices and ensure that their home workspace is ergonomically sound. Useful ergonomic information can be found on the Infonet **Health and Safety: Ergonomics** site or see <https://www.ccohs.ca/oshanswers/ergonomics/office/> for additional helpful information;
- maintain a clean and clutter free workspace, free of tripping hazards and any other conditions that may cause harm to the employee or the employee's workplace equipment;
- provide, at the City's General Manager of Human Resources (or their designate) request, a virtual tour of their home workspace, so that the City can be satisfied of its safety and compliance with the **Hybrid Work Agreement**; and
- advise the City of any home workspace conditions that pose a threat to the employee's health and safety.

In addition, employees who are required to serve standby or are on-call, must ensure that their home workspace meets the response requirements. Where this is not possible, requests for hybrid work will not be approved.

Employees are encouraged to contact their direct supervisor or the City's Employee, Health, Safety and Wellness team if they have any questions regarding home office safety or ergonomics.

### **Workspace Accommodation**

Some employees may be eligible for home workspace accommodations pursuant to the Ontario *Human Rights Code* (the "Code"). Employees who believe that they require accommodations pursuant to a ground protected by the Code are encouraged to contact Human Resources to discuss potential accommodations. The City may require an employee to provide medical or other documentation to substantiate their need for home workspace accommodations and may refuse accommodation requests where sufficient documentation cannot be provided.

Any assistive devices provided by the City will remain the sole property of the City and must be returned at the City's request.

### **Insurance and Liability**

Property, including equipment, owned or leased by the City, or for which the City is legally liable, which is on loan to the employee is covered by the City's insurance provider. All other items within the home workspace location are to be covered by

the employee and/or the employee's personal insurance provider. The City shall not be liable for loss of use, destruction to, or damages of any kind to the employee's personal or real property.

The City shall not be liable for injuries to third persons including, but not limited to, family members, visitors, or others that may become injured within or around the home workspace. The City assumes no liability for employee injuries occurring in the home workspace outside of agreed-upon work hours or otherwise incurred when the employee is not performing duties for the City.

Employees working from home will continue to receive any City group insurance and other benefits that they are eligible for regardless of work location. Employees will also be covered by worker's compensation while performing work in their home workspace subject to the requirements of the Workplace Safety and Insurance Act. The employee must report work-related injuries immediately to the supervisor and must comply with all requirements established for the purpose of addressing such claims.

## Reference Documents

[Occupational Health and Safety Act, R.S.O. 1990, c. O.1](#)

[Employment Standards Act, 2000, S.O. 2000, c. 41](#)

[Human Rights Code, R.S.O. 1990, c. H.19](#)

[CCOHS Telework/Remote Work/Working from Home](#)

## Revision History

Document Owner	Issue / Revised Date	Reason for Changes
Human Resources		New Issue

## **Appendix A – Required Equipment**

- Computer
  - one of a laptop or tablet based on role
  - Docking station or port replicator
- Monitor
- Mouse
- Keyboard
- Headset with microphone

## **Appendix B – Discretionary Equipment**

- Cell phone (voice only)
- Smartphone
- Soft phone
- Headphones other than earbuds

## Appendix C – Hybrid Work Agreement

<b>Employee information:</b> <insert employee name> (Employee #xxxxxxx)	<b>Supervisor information:</b> <insert supervisor name>  <b>Department:</b> <insert department name>
<b>Position title:</b> <insert position title>	<b>City's Base Work Location:</b> <insert position title>
<b>Agreement effective:</b> <insert effective date>	<b>Expiry date:</b> <insert end date>
<b>Hours per week:</b>	<b>Revision Date:</b>

**Note: If the role is not a permanent hybrid work role then this Hybrid Work Agreement must be renewed annually.**

The following terms have been agreed upon concerning the employee working from home as detailed in the work schedule below.

### ***Work Schedule***

Day of the Week	Hours of Work	Work Location
<b>Monday</b>	<input>	<input>
<b>Tuesday</b>	<input>	<input>
<b>Wednesday</b>	<input>	<input>
<b>Thursday</b>	<input>	<input>
<b>Friday</b>	<input>	<input>
<b>Saturday</b>	<input>	<input>
<b>Sunday</b>	<input>	<input>

Comments / Notes about work schedule:

The home workspace location of the employee is:

Home workspace address: <address>

Home workspace contact information: <fillable field>

***Applicable Agreements and Policies***

1. In addition to this agreement, the employee has reviewed and understands the Hybrid Work Policy and agrees to comply with its terms.
2. The employee's employment will also continue to be bound by <either the terms and conditions agreed to in the collective agreement OR the employment agreement>, and all applicable City policy, procedures, and practices such as, but not limited to: Code of Conduct, Confidentiality, Records Management, Privacy, Information Protection, Fraud, Workplace Harassment and Violence and any amendments that may be made from time to time and any other policies that may be created.
3. The employee must comply with all City guidelines/tips 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
  - Securing Confidential Electronic Data
  - Cloud Computing Security Best Practices

### ***Equipment and Devices***

4. The supervisor and employee agree that the following equipment and resources have been provided to the employee and shall remain the property of the City of Guelph:
  - a. Provided by the employer:
    - Laptop / Notebook ID# \_\_\_\_\_
    - Cell phone with phone # \_\_\_\_\_
    - Monitor ID# \_\_\_\_\_
    - Other items critical to the completion of the tasks of the job:  
<insert item and identification # (if applicable)>
5. To the extent permitted by applicable employment standards legislation, the employee is responsible for any loss or damage to any City property in their possession, including property while being transported to and from their home 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 City property while in their possession, the Employee must notify their supervisor as soon as this is known.
  - b. The Employee is responsible for maintaining adequate insurance to cover any losses.
6. The employee will return, at any time upon the request of the City of Guelph and immediately upon the termination of the employee's employment from the City, any City equipment, property or confidential information (whether hard or soft copy).

### ***Home Workspace***

7. By agreeing to this arrangement, the employee confirms that they have a dedicated space where they can uninterruptedly perform their duties.
8. The employee is responsible for protecting the confidentiality of any privileged and/or confidential City information while it is being transported to and from their home and while in their home workspace. Specific provisions agreed to by the employee and the supervisor include: <details>
9. The City of Guelph will not be held liable for any damages to an employee's personal property or for any injuries to family members, visitors, or others in the employee's home or home workspace.
10. It is the employee's responsibility to consult with an insurance agent for any implications due to working from their residence and obtain any related insurance the employee deems necessary.



### ***Protocol and Procedures***

11. The employee will maintain a regular contact schedule with their supervisor. As a minimum, contact will be made <how often and when>, by <list preferred methods and contact details>.
12. The employee will continue to perform the duties of their position and will be expected to continue meeting the requirements of their position during this arrangement.
13. All work-related, in-person meetings must take place at a location owned by the City of Guelph.
14. The employee will continue to follow current protocol for leaves of absence. This includes:
  - Vacation requests
  - 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.
  - Other leaves of absence that the Employee is entitled to.
15. Employees may request a cancellation or change of this agreement. However, it is within the employer's discretion to approve the cancellation or change.
16. The employee may be required, as operational needs demand, to forfeit their option to work from home on the day(s) designated under this arrangement. The Supervisor will make every effort to provide adequate notice of any such requirement.
17. This arrangement will continue to be subject to operational and other work-related requirements and may be modified or cancelled as necessary at any time at the City's discretion.

### ***Workplace Health and Safety***

18. The employee is responsible for setting up and maintaining a designated home workspace that meets workplace health and safety requirements, and the Health and Safety checklist that forms part of this agreement.
19. The employee will report all work-related accidents or injuries that occur in their home workspace to their supervisor, in accordance with WSIB timelines and requirements.
20. The employee acknowledges that workplace harassment and/or violence can occur in or from that home workspace, and that related incidents must be reported by the employee to the supervisor as soon as possible and in accordance with City's workplace harassment and violence policies.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix D – Manager Decision Tree

Manager Name: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Criteria	Yes	No	Comments
Is the employee eligible to participate in hybrid work (See <b>Eligibility</b> in the policy)?			
Will the employee be required to be onsite at the City work location and/or facility at least two days a week?			
Has it been verified that the employee does not lead other employees who will be working primarily at a City work location and/or facility?			
Does the employee have all the equipment or devices needed to be able to work from a home workspace (See <b>Appendix A</b> )?			
Has it been verified that the employee is not reliant on systems or special equipment only located on premises at a City work location and/or facility?			
Has it been verified that the employee is not currently participating in any other approved alternate work hours program/agreement such as compressed work week scheduling.			
Has it been verified that the employee is not on an informal or formal performance management plan?			
Has it been verified that the employee does not have ongoing requirements to have in-person face to face meetings with stakeholders?			
Has it been verified that the employee's participation in a <b>Hybrid Work Agreement</b> does not create additional work for the employee's colleagues?			

Is the employee able to attend the applicable City facility within a reasonable period upon being notified of the requirement to do so?			
Is the employee able to maintain the confidentiality and security of information and data while working from home?			
Has it been verified that the employee has a home workspace that is safe, secure, ergonomically correct, and free of hazards?			
Have leaders who oversee similar positions to the one held by this employee been consulted to ensure fair and consistent process?			
Have the contents and expectations contained within the Hybrid Work Policy been reviewed with the employee, and the employee is willing to sign a <b>Hybrid Work Agreement</b> in the form provided by management?			

Answering NO to any question may invalidate the employee request to participate in the hybrid work process.