

This Statement of Understanding will establish clear parameters between the leader and employee regarding hybrid work arrangements.

Prior to this form being completed, it is recommended the employee review the

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- ☒ My off-campus location is within Alberta.
- ☐ My personal contact information is up to date in PeopleSoft
- ☐ My emergency contact information is up to date and will be kept current in PeopleSoft
- ☐ I have reviewed the Hybrid Work Hazard and Control Register

_____ and implemented all mandatory hazard controls.

- I have successfully completed the [Office Ergonomics Self Adjustment Tool](#) and have set my workspace to be secure and safe. My workspace includes a desk, chair, a UC managed laptop, and proper lighting.
- I have taken precautions in my off-campus location. I have secured my workspace with a lock and have access to for the purposes of my work. My concerns have been mitigated or removed. I am required to abide by the University of Calgary's [Information Security Classification Policy](#).

_____). My use of such equipment must comply with the [Acceptable Use of Electronic Resources and Information Policy](#).

- I understand that hybrid work arrangements may be reviewed regularly and acknowledge that my leader reserves the right, at their sole discretion, to adjust or end this arrangement on at least (14) days' notice.

