

Considerations When Requesting a Hybrid Work Arrangement

Before Submitting a Request

When considering requesting to participate in a Hybrid Work Arrangement, you are strongly encouraged to speak with your supervisor to discuss your interest in submitting a request. This will allow open dialogue to explore potential options for addressing any emerging concerns and/or questions.

While not an exhaustive list, here are some examples of questions you can consider before submitting a request:

- From your perspective, what responsibilities of your position can/cannot be accomplished remotely?
- Will working remotely have an impact on co-workers and their ability to complete their job functions? Will it have an impact on service delivery?
- Do you have a suitable space in your home to work, including an area where work can be accomplished free from distractions?
- Does your remote workspace meet health and safety and ergonomic requirements? (refer to [Western Office Ergonomics Assessment webpage](#))
- Do you have the required equipment to complete work tasks remotely (i.e., computer and accessories such as a headset, camera, microphone, highspeed internet, etc.)?
- How might my stakeholders' experience be affected by my flexibility? In what ways can any negative impact be mitigated?
- How might my interactions with team members be affected?
- What actions can I take to maintain strong collaboration and working relationships?
- Do I have, or can I develop, the skills I need for the proposed flexible work arrangement (e.g., self-motivated and self-disciplined to manage attention and boundaries)
- Do I have the right work and home resources (tech support, an internet connection, space, family support, a backup work location) to ensure that I can accomplish my job?