

Flexible Work Arrangement Guide

Please review the below information and follow all instructions in the order below. Missing information may delay the decision-making process for your flexible work arrangement.

Step 1. Review the Work Arrangement Options Worksheet on page 2. Complete checkboxes that apply to your proposed work arrangement. If all boxes can be checked under one category, then move to step 2. If not, please contact your manager for an alternative option if the categories do not fit your request.

Step 2. Complete the form starting on Page 3. Missing information may delay the decision-making process for your flexible work arrangement. Note: to complete the form please download the PDF, fill out the form and sign digitally. Or you can print, complete, and sign the form.

Reminder: Primary Work Address should match your Work Arrangement. Examples:

- Hybrid Work Arrangement: **Primary Work Address** on the form shall be the “Campus/USNH Office Address”
- Fully Remote Work: **Primary Work Address** should be the remote office location (such as a home office)
- Work from Anywhere: **Primary Work Address** should be the remote office location (such as a home office)

Step 3. Once completed submit to your immediate manager for review and await approval status. HR approval required for Work From Anywhere requests.

For assistance at any time please contact your HR representative.

Work Arrangement Options Worksheet

To determine which work arrangement you are requesting, please review the following three categories and check boxes as they apply to you. If all boxes can be checked under one of the below categories, select that option on your request form. Please contact your manager for an alternative option if the categories do not fit your request. **Note to Supervisors: Your budget may need to include travel time and/or travel costs.**

HYBRID

If **ALL** below Hybrid Work Arrangement requirements are met, then the **Primary Work Address** on the form should be your "USNH location Address" ie. Nesmith Hall, UNH Durham GO3. **Check all that apply below:**

- Position Suitability:* Position does not have a requirement to be at a USNH location at all times
- Work Performed Remotely:* At times some work will be performed remotely (such as a home office).
- Work Performed at USNH location:* At times some work will be performed at a USNH location.
- Workspace:* Employee has an assigned or shared workspace at a USNH location

FULLY REMOTE

If **ALL** below Fully Remote Work requirements are met then the **Work location address** should be the remote office location (such as a home office). **Check all that apply below:**

- Position Suitability:* Position is not required to be at a USNH location. Employees can successfully execute projects and daily tasks without commuting to a USNH location.
- Work Performed at Home:* Employee works from remote locations **within** the six New England states (NH, VT, ME, MA, CT, and RI).
- Work Performed at USNH location:* At times must attend meetings or visit USNH location. The employee does not have an assigned or shared workspace at a USNH location.

WORK FROM ANYWHERE

If **ALL** below Work from Anywhere requirements are met then the Work Location address should be the employee's remote work location (such as a home office). Prior to submitting a request, please check with your campus HR rep, as certain states are not suitable for remote work.

Check all that apply below:

- Position Suitability:* Position is not required to be at a USNH location. Employees can successfully execute projects and daily tasks without commuting to a USNH location.
- Work Performed at Home:* Employee works from remote locations **outside** the six New England states (NH, VT, ME, MA, CT, and RI).
- Work Performed at USNH Location:* Rarely expected to come to USNH location. The employee does not have an assigned or shared workspace at a USNH location.

Flexible Work Arrangement Proposal

Today's Date:

Proposed Effective Date:

Proposed End Date:

(Recommended review of arrangement no later than 6 months from start date)

Name:

USNH ID:

Title:

Department:

GSC Keene State Plymouth State UNH-D UNH-M UNH-Law USNH

Primary Work Address:

Work Phone:

Work Email:

Current Position Status: Full-Time (100%) Part-Time (75 – 99%) Part-Time (Less than 75%)

Position Type: Non-Exempt (Hourly) Exempt (Salary)

Work Arrangement Proposal: Flextime Flex-Year Reduced Time Hybrid Work (*in-office & remote work*)
(please only select one) Fully Remote Work (*remote inside New England*)
 Work From Anywhere (*remote outside New England - HR approval required*)

Please refer to policy [USY.V.C.21](#) for Work Arrangement Definitions and complete worksheet on page 2

Indicate proposed start time, end time and location for each workday.

My hybrid work schedule will change weekly based on business needs.

	Proposed Start Time	Proposed End Time	Work Location (same as above; or list address, city, state, zip)
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

As part of your proposal, please answer the following questions and be as specific as possible.

- **Describe how you will accomplish your job with a flexible work arrangement. Be specific.**

- **What unique challenges may result from this flexible work arrangement?**
 - **How will you handle these challenges?**

- **How will you communicate with your manager and colleagues on a regular basis? (i.e., scheduled check in meetings? email updates? voicemail and email management?)**

Flexible Work Proposal

EMPLOYEE SIGNATURE:

I understand that USNH is not obligated to approve a proposal for a telework arrangement. The decision is at the discretion of my supervisor and final approval by department Manager/Director, Dean or Designee and Human Resources. Flexible work arrangements are subject to ongoing review and may be subject to termination at any time based on performance concerns or business needs. I further attest:

1. I will use USNH-issued equipment when possible (i.e., USNH laptops)
2. The equipment I use for teleworking meets all USNH IT security requirements. Contact [IT Help](#) for assistance in meeting this requirement.
3. I will not share USNH-issued equipment (i.e., with other family members)
4. I will protect equipment from theft when not in use.
5. I will protect all printed material from unauthorized access.
6. I will log into the **VPN** prior to logging into USNH systems remotely.
7. I will store all information on USNH servers, applications, or equipment (i.e., hard drive)
8. I will not use public machines to log into USNH systems containing restricted information (i.e. Banner) or public networks and will not use passwords for restricted environments on public machines
9. I will familiarize myself [with phishing/vulnerability](#) alerts.
10. I will review the [USNH IT Policy](#) and [Cybersecurity](#) information.
11. I will report all IT security breaches or equipment compromises [online](#) or call in the report immediately.

GSC: 1-888-372-4270

Keene State: 1-603-358-2532

Plymouth State: 1-603-535-2929

UNH: 1-603-862-4242

USNH: 1-603-862-4242

Employee Signature

Date

Print Name

Approved

Denied (provide reason)

Revised

Immediate Supervisor Signature

Date

Print Name

Manager/Director, Dean or Designee

Date

Print Name

HR SIGNATURE/ACKNOWLEDGEMENT

HR Signature

Date

Print Name