



Flex@X Hybrid Work Schedule Worksheet

This worksheet can be used as a tool to help detail a Hybrid Work Arrangement. Include the completed worksheet with your Flex@X application.

Day	Location	Hours Worked
Monday	In-Person	
	Remote	
Tuesday	In-Person	
	Remote	
Wednesday	In-Person	
	Remote	
Thursday	In-Person	
	Remote	
Friday	In-Person	
	Remote	
Saturday	In-Person	
	Remote	
Sunday	In-Person	
	Remote	
Total In-Person		
Total Remote		

Additional Details

Please respond to the following questions. Your responses will be used to inform decisions on your application but answers do not automatically disqualify you from participation in Flex@X.

Do you have dedicated office space at your alternative work location?	☐ Yes	☐ No
Is there suitable space to be able to conduct confidential conversations if necessary?	☐ Yes	☐ No
Are noise levels comfortable?	☐ Yes	☐ No
Is there sufficient space for furniture and equipment for you to work comfortably?	☐ Yes	☐ No
Do you have an appropriate University-issued laptop to support working remotely? If not, your supervisor will need to check with IT Services to determine when you are due for a computer refresh.	☐ Yes	☐ No
Can you ensure that StFX equipment is used only by yourself and only for work purposes?	☐ Yes	☐ No
Do you have a secure and reliable internet connection?	☐ Yes	☐ No



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Do you work with confidential documents that are required to remain on campus (such as financial records, physical money, health records, personnel records) on a daily or consistent basis?	☐ Yes	☐ No
Do you have secure storage space for equipment?	☐ Yes	☐ No
Do you require regular access to campus equipment and resources (such as photocopiers, printers, scanners) to perform your job?	☐ Yes	☐ No
Will you be able to attend campus on request?	☐ Yes	☐ No
While working remotely, will you be working alone or in isolation? If yes, you are required to establish a safe work check-in process with your supervisor.	☐ Yes	☐ No
Have you confirmed that your home or tenant insurance provides adequate personal liability coverage?	☐ Yes	☐ No
If you have Dependants, do you have adequate coverage for care responsibilities? Hybrid Work Arrangements are not a substitute for dependent care or other personal obligations.	☐ Yes	☐ No