



## 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
<b>Monday</b>	In-Person	
	Remote	
<b>Tuesday</b>	In-Person	
	Remote	
<b>Wednesday</b>	In-Person	
	Remote	
<b>Thursday</b>	In-Person	
	Remote	
<b>Friday</b>	In-Person	
	Remote	
<b>Saturday</b>	In-Person	
	Remote	
<b>Sunday</b>	In-Person	
	Remote	
<b>Total In-Person</b>		
<b>Total Remote</b>		

## 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?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there suitable space to be able to conduct confidential conversations if necessary?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are noise levels comfortable or do they effect your concentration?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there sufficient space for furniture and equipment for you to work comfortably?	<input type="checkbox"/> Yes	<input type="checkbox"/> 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.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Can you ensure that StFX equipment is used only by yourself and only for work purposes?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have a secure and reliable internet connection?	<input type="checkbox"/> Yes	<input type="checkbox"/> 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?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have secure storage space for equipment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you require regular access to campus equipment and resources (such as photocopiers, printers, scanners) to perform your job?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will you be able to attend campus on request?	<input type="checkbox"/> Yes	<input type="checkbox"/> 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.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you confirmed that your home or tenant insurance provides adequate personal liability coverage?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have adequate coverage for dependent care responsibilities? Hybrid Work Arrangements are not a substitute for dependent care or other personal obligations.	<input type="checkbox"/> Yes	<input type="checkbox"/> No