PURDUE UNIVERSITY

Campus First

Work Type	Space Guideline (Seats: Employees) [1]	Career Stream [2]	Tech Package	Ergonomic Consideration	Forms	Guidelines
100% on campus 5 days per week Assigned Seat HR Location Status: On-site – 100%	1:1	Executive Faculty Management Professional Skilled Student (Post Doc)	Laptop - University Provided Monitor - University Provided Keyboard and mouse - University Provided Webcam as needed - University Provided Office phone/soft phone - University Provided Network printer access - University Provided Standard SW: Office 365 suite, Zoom, WebEx, Browsers…. - University Provided	Chair - University provided Desk - University provided Office space - University provided		

Campus Friendly

Work Type	Space Guideline (Seats: Employees) [1]	Career Stream [2]	Tech Package	Ergonomic Consideration	Forms	Guidelines
50% or more on campus 3-4 days per week Assigned or unassigned seat HR Location Status: Hybrid (Remote) 25% - (On-site) 75%, Hybrid 50/50	1:1.15	Management Professional Service Student (Post Doc, GRD) TMP (Limited Term Lecturer) NP (Visiting Scholar, Adjunct Professor) NP (Emeritus Professor, Contractor)	Laptop - University Provided Monitor - University Provided Home docking station - University Provided Campus docking station if in an assigned space - University Provided Keyboard and mouse - home and campus - University Provided Webcam as needed - University Provided Soft phone/Headset - University Provided Home internet service - Employee Provided * Network printer access - University Provided** Standard SW: Office 365 suite, Zoom, WebEx, Browsers…. - University Provided	Chair* Lift type table top desktops*	Remote Work Assessment and Acknowledgement Change of Duty Station request (working outside of IN) Property Off Campus form	End User Security Guidelines Ergonomics Guide

Remote Friendly

Work Type	Space Guideline (Seats: Employees) [1]	Career Stream [2]	Tech Package	Ergonomic Consideration	Forms	Guidelines
Less than 50% and more than 25% on campus 1-2 days per week Unassigned Seat HR Location Status: Hybrid (Remote) 75% - (On-Site) 25%	1:2	Management Professional Service Skilled Student (Post Doc, GRD) NP (Visiting Scholar, Adjunct Professor) NP (Emeritus Professor, Contractor)	Laptop - University Provided Monitor - University Provided Home docking station - University Provided Hoteling space availability - University Provided Keyboard and mouse - home and campus - University Provided Webcam as needed - University Provided Soft phone/Headset - University Provided Home internet service - Employee Provided * Network printer access - University Provided** Standard SW: Office 365 suite, Zoom, WebEx, Browsers…. - University Provided	Chair* Lift type table top desktops*	Remote Work Assessment and Acknowledgement Change of Duty Station request (working outside of IN) Property Off Campus form	End User Security Guidelines Ergonomics Guide

Remote First

Work Type	Space Guideline (Seats: Employees) [1]	Career Stream [2]	Tech Package	Ergonomic Consideration	Forms	Guidelines
Less than 25% on campus Less than 1 day per week Unassigned Seat HR Location Status: Remote - 100%	1:4	Management Professional Service Student (UG, Post Doc, GRD) NP (Visiting Scholar, Adjunct Professor) NP (Emeritus Professor, Contractor)	Laptop - University Provided Monitor - University Provided Home docking station - University Provided Hoteling space availability - University Provided Keyboard and mouse - University Provided Webcam as needed - University Provided Soft phone/Headset - University Provided Home internet service - Employee Provided * Network printer access - University Provided** Standard SW: Office 365 suite, Zoom, WebEx, Browsers…. - University Provided Reimbursement based upon dept approval Personal Printers Unsupported. Approval is exception based	Chair* Lift type table top desktops*	Remote Work Assessment and Acknowledgement Change of Duty Station request (working outside of IN) Property Off Campus form	End User Security Guidelines Ergonomics Guide

HELP AND SUPPORT FOR ALL WORK TYPES
Information Technology (ITaP)
Customer service Center: 765-494-4000
ITaP website
Collaboration Application Support

Notes
* Reimbursement based upon dept approval
** Personal Printers Unsupported. Approval is exception based

[1] Seat sharing ratios are a guide and can be adjusted to meet the need of end users specific requirements