

This process outlines:

- [Requesting a flexible, hybrid or remote work arrangement](#)
- [Onboarding a new employee in a remote position](#)
- [Returning equipment](#)

Requesting a Different Work Arrangement or Location

Step	What to Do	How to Do It	Who Does It
1	Discuss possible flexible work arrangement or transition to hybrid or remote arrangement.	During one-on-one sessions or schedule a meeting	Employee and Supervisor
2	Review available resources, if necessary	Explore ADA and ADAAA, by following Purdue's Protection & Accommodations for Disabled Employees & Applicants website and follow the Accommodation Request Process	Employee and Supervisor
3	Complete the Flexible/Remote Work Acknowledgement Form	Submit the Form .	Employee submits; Supervisor approves
4	During onboarding or when position transitions to remote, discuss the equipment the department will provide and make delivery arrangements Equipment moves from campus to remote location, if applicable.	Review Recommended Peripherals for Remote Work and discuss with your IT support. Additional resource: Home Office Setup Guide Complete the Property Off Campus Form Please note: Your business office and the Property Accounting Manager approves this form Please save the received Approved email – it is	Employee

		needed when returning equipment	
5	Update position details if arrangement is remote or hybrid.	Follow the Updating Position Fields Quick Reference Guide	Supervisor

Returning Equipment

1	Make arrangements to return equipment to campus	The department pays for the return of University equipment. Supervisor can discuss with IT support and department admin the best carrier options.	Employee and Supervisor
2	Acknowledge equipment is being returned to campus	Follow 'Add Return Date to Approved Form' in the Property Off Campus Form Quick Reference Guide	