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

<table>
<thead>
<tr>
<th>Step</th>
<th>What to Do</th>
<th>How to Do It</th>
<th>Who Does It</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Discuss possible flexible work arrangement or transition to hybrid or remote arrangement.</td>
<td>During one-on-one sessions or schedule a meeting</td>
<td>Employee and Supervisor</td>
</tr>
<tr>
<td>2</td>
<td>Review available resources, if necessary</td>
<td>Explore ADA and ADAAA, by following Purdue’s Protection &amp; Accommodations for Disabled Employees &amp; Applicants website and follow the Accommodation Request Process</td>
<td>Employee and Supervisor</td>
</tr>
<tr>
<td>3</td>
<td>Complete the Flexible/Remote Work Acknowledgement Form</td>
<td>Submit the Form.</td>
<td>Employee submits; Supervisor approves</td>
</tr>
<tr>
<td>4</td>
<td>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.</td>
<td>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</td>
<td>Employee</td>
</tr>
</tbody>
</table>
## Employee and Supervisor Process

### Flexible, Hybrid and Remote Work Arrangement

<table>
<thead>
<tr>
<th></th>
<th></th>
<th><strong>needed when returning equipment</strong></th>
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</thead>
<tbody>
<tr>
<td>5</td>
<td>Update position details if arrangement is remote or hybrid.</td>
<td>Follow the <a href="#">Updating Position Fields Quick Reference Guide</a></td>
<td>Supervisor</td>
</tr>
</tbody>
</table>

### Returning Equipment

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<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Make arrangements to return equipment to campus</td>
<td>The department pays for the return of University equipment. Supervisor can discuss with IT support and department admin the best carrier options.</td>
<td>Employee and Supervisor</td>
</tr>
</tbody>
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<tbody>
<tr>
<td>2</td>
<td>Acknowledge equipment is being returned to campus</td>
<td>Follow ‘Add Return Date to Approved Form’ in the <a href="#">Property Off Campus Form Quick Reference Guide</a></td>
</tr>
</tbody>
</table>