



**Before You Begin:** Consult HR Leadership for School/Division-specific guidance.

### When?

- ◆ New Hire / Transfer
- ◆ Location or % On-Site Change
- ◆ Review Annually



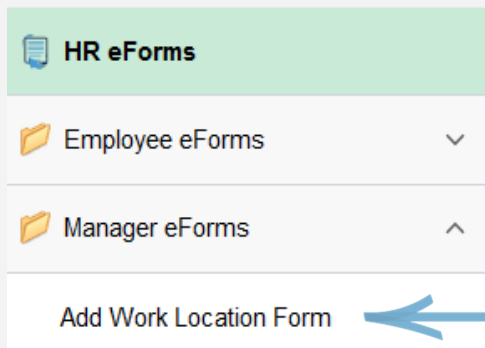
*Note: This process does not apply to 100% on-site work arrangements.*

## Complete the Work Location Form 1

1. Supervisor downloads the [Form](#).
2. Supervisor and Employee review, complete, sign and date.

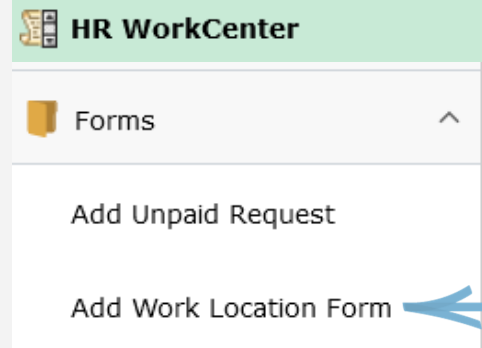
## Update the System 2

### Supervisor



OR

### HR Representative



- ◆ Select Work Location
  - \* On-Site
  - \* Remote
  - \* Hybrid and % On-site
- ◆ Upload Signed Work Location Form
- ◆ Submit



## Useful Links



[HR and EOC Flexible Work Arrangement Policies](#)  
[Work Location Form](#)

[Flexible Work Options Playbook](#)

[Work Location Options by Job Category](#)