# 

DATE

Employee Name, Title

Dear Name:

This letter is to provide confirmation of our recent discussion regarding your work arrangement. Based on our conversation, your role will be categorized as:

(Manager: select one section, and delete the other)

**Remote-First:** Team member is 100% remote and telecommutes during all scheduled work shifts. Remote-first staff may access shared office space when onsite as approved by management. Periodically, remote-first staff may be asked to come onsite for business purposes. Exempt Remote-first staff must reside in allowable states per [Duke’s Multistate Program.](https://remotework.duke.edu/guidelines)

**DUHS Telecommuting Guidelines and Agreement – Remote First:**   
[**https://dukeuniversity.policytech.com/dotNet/documents/?docid=9054**](https://dukeuniversity.policytech.com/dotNet/documents/?docid=9054)

**~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~OR~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~**

**Hybrid:** Staff member’s regular schedule is between 1-4 days telecommuting per week, offsite (not located on Duke-owned or leased property). Hybrid staff has access to dedicated office space, or shared office space when onsite, as approved by management. Exempt Hybrid staff must reside in allowable states per [Duke’s Multistate Program](https://remotework.duke.edu/guidelines).

**DUHS Telecommuting Guidelines and Agreement – Hybrid:** [**https://dukeuniversity.policytech.com/docview/?docid=9053**](https://dukeuniversity.policytech.com/docview/?docid=9053)

As discussed, we will have the opportunity to periodically check in and review this work arrangement to ensure that it is meeting our organizational needs while also providing you with work alternatives that meet your personal and professional needs and enhance work-life balance.

A successful long-term remote work arrangement requires a high degree of mutual trust and ongoing, open communication. Using the Guidelines and Agreement link above, I hope to develop a shared understanding of expectations and how I can best support your continued success on the team.

Please review the corresponding DUHS Telecommuting Guidelines and Agreement for your remote work arrangement, hyperlinked above. It includes important links to policies about setting up your remote workspace, handling DUHS information, compliance, and other key pieces that are critical to a successful remote work arrangement. Once we have had a chance to discuss the agreement and have come to an understanding, I will ask that you attest to the guidelines and agreement via Duke Health Policy Center (aka Policy Tech).

I am excited for you to have this opportunity as we evolve how our team members can contribute to our mission of caring for our patients, their loved ones and each other. Please do not hesitate to contact me should you have any questions.

Sincerely,

Manager’s Name

Attachments:

Addendum B: DUHS Inventory Checklist