**Returning to the IBM Office: A Step-by-Step Guide**

**Context**

As IBM employees, it is essential to follow the necessary procedures when returning to the office after a period of remote work or other absence. This document outlines the steps to take to ensure a smooth transition back to the office.

**Pre-Return Checklist**

Before returning to the office, please complete the following tasks:

* **Notify your manager**: Inform your manager of your planned return date and confirm any necessary arrangements.
* **Update your calendar**: Ensure your calendar is up-to-date and reflects your return to the office.
* **Review company policies**: Familiarize yourself with any new or updated company policies and procedures.

**Return to Office Steps**

1. **Arrival and Parking**
   * Arrive at the designated parking area and follow the parking instructions.
   * Ensure you have your IBM ID badge with you to access the building.
2. **Security Check-in**
   * Proceed to the security desk and sign in with your IBM ID badge.
   * Confirm your identity and provide any required documentation.
3. **Health and Safety Protocols**
   * Familiarize yourself with the current health and safety protocols in place.
   * Follow the guidelines for mask-wearing, social distancing, and hand hygiene.
4. **Equipment and Workspace Setup**
   * Ensure your workstation is set up and ready for use.
   * Familiarize yourself with any new equipment or software.
5. **Meet with Your Manager**
   * Schedule a meeting with your manager to discuss your return to the office.
   * Review your tasks, goals, and objectives.

**Optional Office Locations for Relocation**

IBM offers various office locations for relocation. If you are interested in relocating to a different office, please review the following options:

| **Office Location** | **Address** | **Description** | **Salary Adjustment** |
| --- | --- | --- | --- |
| **IBM New York** | 590 Madison Avenue, New York, NY 10022 | Located in the heart of Manhattan, this office offers a dynamic and fast-paced work environment. | 10% |
| **IBM San Francisco** | 425 Market Street, San Francisco, CA 94105 | Situated in the financial district, this office provides stunning views of the Bay Bridge and a vibrant work atmosphere. | 8% |
| **IBM Chicago** | 71 S Wacker Dr, Chicago, IL 60606 | Located in the West Loop, this office offers a modern and collaborative work environment with easy access to public transportation. | 6% |
| **IBM Austin** | 11501 Burnet Rd, Austin, TX 78758 | Situated in the heart of the tech corridor, this office provides a relaxed and innovative work atmosphere. | 5% |

**Relocation Package Offers**

IBM offers a comprehensive relocation package to support employees who are relocating to a new office location. The package includes:

* **Moving Allowance**: Up to $10,000 to cover moving expenses, including transportation, storage, and temporary housing.
* **Housing Assistance**: Up to $5,000 to assist with down payment or closing costs on a new home.
* **Travel Reimbursement**: Reimbursement for travel expenses related to relocation, including flights, hotels, and rental cars.
* **Temporary Housing**: Up to 3 months of temporary housing assistance, including furnished apartments or hotel stays.
* **Spousal Support**: Up to $5,000 to support spousal relocation, including job placement assistance and career counseling.
* **Childcare Assistance**: Up to $2,000 to assist with childcare costs during the relocation process.

To be eligible for the relocation package, employees must:

* **Meet the eligibility criteria**: Review the eligibility criteria outlined in the IBM Relocation Policy.
* **Submit a relocation request**: Complete the relocation request form and submit it to the HR department for review.
* **Receive approval**: Receive approval from the HR department and management before proceeding with relocation.

**Post-Return Procedures**

After returning to the office, please:

* **Update your status**: Update your status on IBM's internal communication platforms.
* **Connect with colleagues**: Reach out to your colleagues and team members to confirm your return.
* **Review and respond to emails**: Check and respond to any emails or messages you may have missed during your absence.