**Hybrid Work Policy**

*Please read the terms and conditions below, fill in the hybrid work request form, and return it to the head of your department.*

*Last reviewed: [Date]*

**Purpose**

**[Company name]** is dedicated to supporting a work-life balance for its employees and to explore flexible working arrangements for eligible departments. This document contains the terms and conditions for employees who are approved to work a hybrid schedule.

It should act as a guide for both management and the employee and must be signed by the employee to acknowledge they read through and understood the details herein. This policy is expected to remain in place for a set period and will be reviewed annually.

**Terms and Conditions:**

**1. Eligibility.**

Eligibility for a hybrid work arrange is determined on a case-by-case basis, considering several factors. In the event a hybrid work arrangement is approved, the company expects and requires no reduction in service, quality of work, or productivity due to the implementation of a hybrid work arrangement.

The hybrid policy will follow a split schedule, with employees working 2 days remote and 3 days in the office. To the extent possible, the days should be the same each week. During holiday or vacation weeks, the employee must work with their supervisor about their weekly hybrid schedule.

**2. Rules and other company policies.**

Employees who are approved to work a hybrid schedule must adhere to all the conditions in the Employee Handbook. All company policies around conduct, confidentiality, sick leave, etc., continue to apply, regardless of location.

Employees may not utilize a hybrid work arrangement as a substitute for sick leave, family and medical leave, or any other type of leave. A hybrid work arrangement may also not be used as a substitute for child or adult care obligations of the employee.

Disciplinary actions will follow policy transgressions of any kind.

**3. Work expectations.**

Employee job duties and responsibilities will not change due to a hybrid work arrangement. Employees must follow the work schedules provided to them, be sure to meet deadlines, uphold high-quality standards, and submit daily reports. And while some flexibility is allowed, the employee must agree to work set hours as much as possible, five days a week.

Employees are expected to perform their work during core or agreed hybrid work hours and should be available through email and phone, just as if they were in the office. Reasonable amounts of time for breaks and meal breaks are permitted.

Tools will be made available to employees for managing time and tasks, communicating with co-workers, logging and tracking projects, and accessing resources.

Performance will be measured weekly, focusing on the same metrics that apply to work done in the office.

**4. Communication.**

Employees are to be online and accessible for 8 hours, Monday to Friday. They are expected to check in with their managers at least once a day.

Any correspondence from a co-worker or client must be answered as quickly as possible within set working hours.

Tools have been provided for communicating with team members and collaborating on projects.

Meetings will be scheduled for at least once a week. Times are to be discussed and agreed upon between the employee and manager.

**5. Insurance and liability.**

Employees who are approved to work a hybrid schedule will still receive full company benefits, including health insurance and worker’s compensation.

Employees are advised to choose a safe and secure location to work from and to maintain high levels of safety. The company assumes no responsibility for injuries occurring in the employee's alternate work location outside the agreed-upon work hours. Any injury that occurs within the course and scope of employment must be reported according to state and federal reporting requirements.

Only equipment owned by the company and on loan to the employee is covered by the company’s chosen insurer. All other equipment is to be covered by the employee’s personal insurance provider.

**6. Security.**

As per the Employee Handbook and the confidentiality agreement signed by the employee upon employment, securing data and company information should be of utmost concern. Any breaches in security protocol will lead to strict and swift disciplinary action.

Employees will be given access to a virtual private network (VPN) to secure connections with company servers and networks. The VPN must be used during work hours. Under no circumstances may the VPN be used outside of work hours.

Cybersecurity measures have been put in place, and software will be made available.

**7. Compensation.**

No changes will be made to an employee’s salary if said employee works from home, full-time. Salaries will increase according to company policy and successful performance reviews. Employees working remotely remain eligible for promotion and skills development programs.

The company will also reimburse the employee for electrical and internet costs if the employee follows the correct protocol for reimbursements.

**Hybrid Work Request Form**

**1. Employee Information:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Remote Work Area:**

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Workspace: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. Equipment:**

Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**4. Authorization:**

I have read, fully understand, and accept the terms and conditions described in this document. I understand and agree with all the expectations, duties, obligations, and responsibilities discussed in the document.

Employee: ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_