



Hybrid Work Policy Template

Purpose: This hybrid work policy establishes guidelines for employees who work at least part of the time from a location other than our worksite *[office, building, etc.]*

Remote work can improve productivity, enhance employee work-life balance, and provide additional benefits *[can list additional benefits]*.

The policy is subject to change and may be discontinued at will and at any time as business needs or public health guidelines evolve.

Scope: This remote work policy applies to *[all full- and part-time employees, or anyone else it applies to]*. It doesn't apply to *[temporary, interns, part-time, contractors, etc.]*

Eligibility: Not all positions are appropriate for remote work.

The following positions may be considered for remote work arrangements:

- *[Roles that can work remotely on a hybrid schedule*
- *...*
- *...*
- *...]*

The following positions are not eligible for remote work:

- *[list of ineligible positions]*

Work Schedule

[Outline expected work schedule for those working on a hybrid schedule. What days they should be in the office vs. at home, hours, etc.]

Work Expectations

When working remotely, employees are expected to:

- *[List response expectations]*
- *[List task completion expectations]*
- ...
- ...
- ...

Employees should meet with their managers *[weekly/monthly/etc. via one-on-one meetings over Teams; check in daily via email or instant messaging, etc.]*

All nonexempt employees are required to track their remote work hours and report them using *[name of time-tracking system]*. They must also take required meal and rest breaks and seek written approval before working overtime.

Equipment

[Outline what equipment/supplies will be provided or what is eligible for reimbursement when employees are expected to purchase their own.]

Company-provided equipment should be used for business purposes only.

Technical Support

[Business name] offers [describe tech support level, such as during normal business hours, 24 hours a day, etc.]

When working remotely, please follow the correct process for seeking technical support:

[Submit a ticket, contact tech support, etc.]

Workspace Safety Guidelines

All employees working remotely are expected to keep their workspace clean and free from any hazards.

In the event of a work-related illness or injury, remote employees should follow normal incident reporting procedures.

Confidentiality

All employees must take measures to protect company data and assets. The following requirements are in place for those working remotely:

- *[All security measures that remote employees are expected to follow, such as password-protecting all equipment, using locking cabinets for private documents, avoiding public Wi-Fi, using a VPN, etc.*
- ...
- ...
- ...]

Consequences

Failure to adhere to the [company name] hybrid work policy may result in *[placement on a performance improvement plan, revoking of the privilege to work remotely, termination, etc.]*