

SAMPLE DRAFT

Hybrid Work Policy Guidelines

HYBRID WORK POLICY

When drafting a policy for hybrid work, business units may adopt or modify the accompanying [Company] Hybrid Work Policy or develop their own policy document. The following elements should be part of any Hybrid Work Policy:

I. Introduction and statement of principles. A Hybrid Work Policy is different from a full-remote work policy because the affected employees are not choosing to work full-time from their home office, but rather, are being required to work part-time in a company office and part-time from a home office. Full-time in-office work is not an option under a hybrid work approach. The policy statement should include a statement of intent and general principles explaining its application and purpose. Note that there is a different policy applicable for full-time remote work and voluntary part-time remote work.

II. Eligibility. (Who is covered by this policy)

III. Definition -- Types of Hybrid Work Arrangements. Explain what hybrid means and examples of types/variations of hybrid work arrangements.

IV. Setting Up a Home Office Work Environment. Advise employees about responsibilities for home office.

- Must provide an appropriate and safe work environment at home.
- Complete ergonomic self-assessment of home office recommended.
- Occupational health and safety audit may be undertaken on an annual basis.
- Liability waiver form provided by the Company requires employee signature.
- Worker's Comp status and the Company's non-liability for injuries to third parties in the home or injuries to the employee in the home, but outside the home office area.

A. Ergonomic Assistance. If there is a process available to provide an ergonomic assessment to the employee in order to justify the purchase of special home-office equipment or to support other accommodations, advise employees of that process.

B. Requests for Accommodations for Disabilities. Statement of the process for requesting disability-related accommodations in the home office.

V. Home Office Equipment, Expense Reimbursements, Return of Company Property.

The policy must specify what equipment will be provided by the Company, what expenses will and will not be paid by the Company, and a reminder that all Company property must be returned upon termination of employment.

- The Company will provide the necessary equipment in order to work under a hybrid arrangement.
- Reimbursement for percentage of costs of home internet, electricity, or other costs associated with working from home (other than equipment and supplies). [Note: may choose not to reimburse except where required by law, possibly select monthly stipend.]
- Office supplies.
- Obligation to come into the physical office when required (address travel expense – who pays).
- **Company Property.** Reminder of the obligation to return Company property upon termination of employment.

VI. Employment terms and policies when working from home. Set out the most important employment terms applicable to hybrid work, starting with an “at-will” reminder and including:

- Employees are required to follow the same Company policies and are subject to the same work policies and standards that apply to employees working in the Company's office.
- Employees are responsible for protecting and securing the company's proprietary information and complying with all company policies regarding data security.
- The Company's right to inspect all work-at-home locations, upon reasonable notice.

- While working from home, Employees are expected to devote 100% of their time and attention to the job (versus depending upon exempt/non-exempt status – allowing flexibility).
- Employees will work their assigned work hours.
- Overtime rules (including getting permission for non-exempt employees) still apply.
- Employees must notify the Company in advance of any plans to move.
- Obligation to be in communication via phone/internet with the office during working hours.
- Obligation to maintain confidentiality and follow data security protocols.
- Obligation to inform manager if are “out” sick or otherwise.

VII. Modification or Termination of the Hybrid Work Arrangement. Reservation of the Company’s sole right to modify or terminate the hybrid work arrangement at any time, upon some amount of reasonable notice.

VIII. Request to Change Work Arrangement. If applicable, statement of the process for an employee to request a change – either to full-time in-office work, or to full-time remote work.

IX. Tax Implications. Statement about the potential tax implications of working from a tax jurisdiction other than the employee’s physical office location.

X. Employee Acceptance and Acknowledgement. Statement that, by continuing employment under the hybrid work arrangement, the employee acknowledges understanding and acceptance of the policy’s terms. [Having employees physically or electronically “sign” acceptance is not advised. If being distributed by email, turning on a record of receipt is recommended.]

XI. Individual liability Waiver. Have the employee sign a liability waiver related to injuries in the home while working in the home office.