

Sample Draft Hybrid Work Policy

Who is this sample policy for? Employers who are looking to create a formal policy for their hybrid work program.

Why should an organization create a hybrid work policy? Any organization who has employees working at home part-time or fully remote should consider creating a policy to set expectations for managers and employees, confirm eligibility, and clarify the working arrangement. Additionally, the agreement creates a written acknowledgment for managers and their employees on complying with the policy.

How can you use this document? Use this document as a starting point for creating your organization's policy. Gather an internal team representing human resources, legal, information technology, and finance, at a minimum, to confirm specific details about your ORGANIZATION policy. The gray highlighted sections below show some standard and best practice language but be sure to edit and conform this policy to address the needs of your organization. Be sure to reference other organizational policies as needed like a remote access policy or a company bring your own device (BYOD) policy.

Ready to get started? Start below to customize your hybrid work policy.

A hybrid work model allows employees to work from home or another location on a part-time (hybrid) basis. ORGANIZATION NAME offers this work schedule when it makes sense for both ORGANIZATION NAME, supervisors, and the employees.

Hybrid work schedules may be implemented when they benefit ORGANIZATION NAME in one or more of the following ways:

ORGANIZATION NAME Clients/Customers – To provide clients/customers with a higher level of service limiting delays.

ORGANIZATION NAME as an Employer – To improve recruitment and retention of high-quality employees, and to provide a no-cost enhancement to the ORGANIZATION NAME's work environment;

ORGANIZATION NAME Employees – To improve job satisfaction, employee morale, and productivity; promote employee health, wellness and reduce employee's time of commute, cost of fuel and vehicle maintenance; and

Sustainability – To position ORGANIZATION NAME as a leader in reducing carbon emissions, reducing traffic congestion, and improving the air quality in our region.

Purpose

Hybrid work, the practice of working part-time in the office and part-time at home, is a workplace strategy that serves ORGANIZATION NAME and its employees. While the organization can continue to

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meet its operational needs, employees are able to reduce time spent commuting, concentrate on work with minimal disruptions, and balance their attention to work and home. The hybrid model is a workplace strategy and not guaranteed or promised for employees. A hybrid model will not work for every department or every employee.

An employee's pay, benefits, job status, and role does not change with a hybrid work program. Employees are expected to comply with all *ORGANIZATION* policies and procedures while participating in the hybrid program.

Eligibility

Generally, an employee must be employed with *ORGANIZATION NAME* for at least three/six months (unless you are leveraging hybrid work as a recruitment tool – just be cognizant of onboarding efforts) before they will be eligible to participate in the hybrid program. Employees must be a full-time employee with a history of satisfactory or better job performance ratings. Employees' job functions and responsibilities should be conducive to remote work. Considerations around accessing materials/equipment and interacting with other employees and external parties should also be evaluated by the supervisor. Supervisors should consider when approving employee participation in the hybrid program if any onsite presence is required by the team or department to ensure coverage as needed. Eligibility, approval, and termination of hybrid work is the decision of the employee's supervisor, following appropriate notification to the employee.

In addition to job function and performance, employees working remotely should be able to work independently, manage their time, be organized, and communicate effectively with their supervisor and teams. The decision to allow an employee to work a hybrid schedule will be made by the employee's supervisor with prior approval from Human Resources. Hybrid work eligibility will likely vary across the organization based on department needs and business functions. Generally, working remotely is not an alternative to child or elder care and, when applicable, when working out of the office, the employee must make appropriate arrangements for dependent care.

Schedules & Hours

Employees work 40-hours in the standard five eight-hour days with work being performed between 8:00 a.m. and 5:00 p.m., Monday through Friday. Work hours on hybrid days may be different from standard work hours and should be agreed upon and documented in the Hybrid Agreement. There is no change in total hours worked in a hybrid work model. There is no change in how paid time off (PTO), sick leave or other type of leave is earned, paid or used when the employee is working remotely. Any overtime hours should be approved by the supervisor in advance. The current timekeeping and documentation requirements should be followed whether the employee is working in the office or remotely. It is the employee's responsibility to keep accurate records of their hours worked and submit in accordance with the existing organization policy for timekeeping.

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Workspace & Liability

A hybrid employee's home workspace should be appropriate to conduct their job functions. Employees should have a dedicated, ergonomic workspace with the proper equipment in an area that is conducive to complete their work considering noise and other potential disruptions. Minimum requirements are for a desk, chair, and minimum internet connectivity as designated by IT. Employees should also consider the lighting, power supply, and safety of the dedicated workspace. This [Safety Checklist](#) should be provided to employees to ensure their work location meets safety rules. It is the responsibility of the employee to assess and confirm their dedicated workspace is safe and comfortable.

Generally, worker's compensation will cover job-related injuries in the work area during work hours in an employee's performance of normal work duties. Should an incident occur, employees should immediately report the incident to their supervisor and other safety personnel as described in the established *ORGANIZATION* policy.

Security

Hybrid employees are required to follow the existing *ORGANIZATION* security policies whether working in the office or from another location. The hybrid employee shall honor the confidentiality and proprietary nature of *ORGANIZATION* information and ensure that files, materials, and equipment remain protected. Employees must keep restricted materials in the office unless they have received prior approval from a supervisor.

Equipment & Supplies

All equipment and supplies remain property of *ORGANIZATION* and may not be used for personal use. A hybrid employee must protect *ORGANIZATION* property from possible theft, loss, and damage and could be liable for replacement or repair. If *ORGANIZATION*-provided equipment is damaged or experiences a failure, the employee should notify IT and their supervisor. Maintenance of equipment will not be provided at the employee's home or alternate workplace.

ORGANIZATION may provide limited office supplies reasonably necessary to the employee. *ORGANIZATION* will not reimburse the employee for phone or internet service.

Employee Access & Availability

Hybrid employees should generally be available by phone, email, chat, or other agreed upon methods during scheduled business hours. The Hybrid Agreement should confirm communication protocol between the employee and supervisor. It is the responsibility of the hybrid employee to keep their supervisor aware of any changes in their availability or contact information when working outside of the office.

Participation Agreement

Employees interested in participating in the hybrid program must complete a Hybrid Agreement detailing how they will manage their workload in a hybrid model. Logistics to be documented in the

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agreement and discussed with their supervisor include scheduling job tasks, workspace, and equipment needed. Once employees and their supervisor agree, the document should be signed and then reviewed after a trial period. The hybrid work program can be terminated at any time by the employee or the supervisor with reasonable notice when possible.

Assessment

Should the organization decide to assess the effectiveness of the hybrid work program, all hybrid employees agree to participate in any data collection efforts.