Hybrid Work Environment Toolkit

The COVID-19 pandemic has forced businesses to reimagine where and how work can get done – and if it is necessary to have all employees back in the office full-time. Working from home, at least part-time, will become an important recruiting tool post-pandemic. In fact, in a May 2021 survey conducted by the World Economic Forum, more than 25% of employees said they would consider switching employers if required to return to the workplace full-time.

If you are considering transitioning to a hybrid or full-remote model, it is essential to have documentation and policies in place to outline your expectations for employees. A transition to a hybrid model does not need to affect your company's culture, employee performance, or overall productivity. Thoughtful communication and policies are essential. We have crafted a Toolkit to provide you with clear expectations for employees and managers which is the key to preserve culture of your workplace.

Our Hybrid Work Environment Toolkit, which clients have requested, will help you craft your own hybrid model that fits the needs of your workplace, while providing accountability and structure. This toolkit includes:

- Remote Work Policy
  - *This policy will address the appropriateness for remote and hybrid work for each job position.*
- Remote Work Agreement
  - *These agreements are essential in ensuring employee accountability and outlining expectations.*
- Remote Work Survey
  - *This survey provides a roadmap to determine the suitability of a position for remote or hybrid work.*
- Hybrid Arrangement Policy
  - *This policy will address desk "hoteling," virtual communication, and expectations for availability.*
- Head of Remote Work Job Description
  - *Organizations that implement a remote or hybrid model often create a modified version of a Head of Remote Work.*
- Performance Improvement Plan and Discipline Warning Forms
  - *Accountability is essential in structuring a hybrid model – having clear disciplinary forms can establish equity in work expectations.*
- Reasonable Accommodation Policy
  - *Remote or hybrid work can be a reasonable accommodation under the ADA – and having a process in place for requests can be essential.*

Figuring out your hybrid model with organized processes ensures employee engagement and increased performance. Our Hybrid Work Environment Toolkit will be a valuable foundation for the smooth transition to a hybrid model in the post-pandemic business world.