
HYBRID/REMOTE WORK ARRANGEMENT POLICY SAMPLE

Prepared by:

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ABOUT TRUCKING HR CANADA

As a national, non-profit organization, Trucking HR Canada advances modern HR solutions for the trucking and logistics workforce

One of our strategic priorities is to make a company's job easier by delivering a comprehensive collection of up-to-date guides, reports, templates and more to support effective human resources management and recruitment and retention efforts.

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DISCLAIMER

The information contained within does not constitute legal advice. Trucking HR Canada, and all content contributors, bear no responsibility for any circumstances arising out of or related to the adoption, or decision not to adopt, any of the recommendations contained in this document.

WANT MORE

To help fleet employers build flexible workplace practices, Trucking HR Canada wrote Flexible Workplace Practices: The Growing Importance of New Ways of Working. Help your company offer new ways of working by exploring the following topic areas:

- Why employers should consider offering flexible work options
- What are common flexible work options used today and their prevailing benefits
- Factors to consider before initiating flexible work practices
- Recommendations on how to effectively implement flexible work arrangements
- Guidelines for measuring success

To view this online resource visit truckinghr.com

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PUPOSE

[Company Name] operates in an industry that is dependent on the successful collaboration of its employees to deliver outstanding service to our customers. We value the relationships, ideas, decisions, and business results that are facilitated through our face-to-face interactions at the workplace. We also respect that not all work needs to be performed in a company's onsite work location. We are pleased to offer flexibility for eligible employees to participate in a hybrid work arrangement.

SCOPE

This policy is applicable to all [Company Name] employees in good standing and whose job duties and responsibilities are suitable for hybrid/remote work arrangements.

DEFINITIONS

For the purpose of this policy and for interpretation by our employees:

- **Hybrid Work Arrangement** refers to a work arrangement in which eligible employees fulfill their job responsibilities at a site other than their onsite work location for part of their regularly scheduled work hours, for a fixed period of time. For example, in a 5-day work week an employee working under a hybrid work arrangement may work 3 days onsite and 2 days offsite.
- **Remote Work Arrangement** refers to a work arrangement in which eligible employees fulfill their job responsibilities exclusively at a site other than their onsite work location.

DETERMINING ELIGIBILITY

- Current employees in good standing with at least **[six (6) months]** tenure may seek approval for a hybrid work arrangement.
- In some cases, the hybrid/remote work arrangement may be defined and agreed to as a condition of employment upon hire.
- Employees wishing to gain a hybrid/remote work arrangement must first gain approval to do so from their manager/supervisor. Prior to submitting a request, consider the questions outlined in the **Employee Success Checklist** at the end of this tool.

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- Managers/supervisors are responsible for evaluating whether the duties of a position may be performed in a hybrid/remote work arrangement. The manager will confirm that:
 - The work and the responsibilities of the position can be completed without causing disruption to employee performance and deliverables
 - Efficiency, productivity, timeliness, and the level of service can be maintained
 - The department or team can continue to maintain regular meetings, meet project deadlines, and achieve established goals
 - The position can continue to meet the needs and schedules of other collaborating departments
 - Daily face-to-face interaction with customers and colleagues isn't a requirement of the position
 - The position does not require onsite, in-person supervision
- Managers/supervisors are encouraged to approve employee requests for a hybrid work arrangement whenever it is possible to do so, Upon approval, managers/supervisors should review the [Manager Success Checklist](#) at the end of this Tool.
- If granted approval for a hybrid/remote work arrangement, the employee agrees to meet the following criteria:
 - Has a clear understanding of their position and performance expectations
 - Has demonstrated ability to work independently and does not require close supervision
 - Demonstrates at least satisfactory performance
 - Meets required punctuality and attendance standards
 - Demonstrates the consistent ability to complete tasks and assignments in a timely and accurate manner.
 - Communication and collaboration skills meet or exceeds expectations

APPROVAL OF HYBRID WORK ARRANGEMENTS

- To be considered for a hybrid work arrangement, the employee must apply for approval via [\[insert contact name, contact position, or provide link to an appropriate policy request form\]](#). The application will include information such as:
 - The reason for the request
 - The location where employee will be working on remote/offsite days
 - The preferred days working onsite and preferred days working remote/offsite
- Confirmation that they have thoroughly considered their ability to be successful and meet performance expectations of their role while working under this arrangement (see Employee Success Checklist attached)

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Employers may consider developing a Flexible Work Arrangement Request form to be filled out by the employee when making a formal request for a flexible work option.

HYBRID WORK SCHEDULE RESPONSIBILITIES

- Employees participating in a hybrid work arrangement are expected to be available during core business hours.
- Communication and collaboration is key to success and as such, employees are expected to utilize all technology provided to maximize their hybrid work arrangement. This includes phone, computer, email, messaging applications, video conferencing, instant messaging etc.
- Employees will continue to be available for all staff meetings or other meetings deemed necessary by management. If in-person meetings are required on a day when the employee would normally work remotely, it is expected they will attend face-to-face and work remotely an alternate day.
- It is the employee's primary responsibility to perform work during their regularly scheduled work hours and to minimize distractions and interruptions during this time.
- Employees must maintain a safe, secure, and ergonomic work environment at their own cost when working offsite.
- Employees are required to have reliable access to networking and/or internet at their remote worksite and can conduct confidential business and meetings appropriately.
- Employees are responsible for the protection of all equipment, records and materials provided by [insert company name] from unauthorized or accidental access, use, modification, destruction, or disclosure.
- Hybrid employees will continue to follow [insert company name] policies and procedures including sick leaves, vacation leaves and code of conduct requirements.

COMPENSATION, WORK HOURS AND TIME WORKED

- An employee's compensation, benefits, work status, and work responsibilities will not change due to hybrid/remote work.
- Work hours will also remain the same unless changes are agreed to as part of the arrangement.
- All vacation and other time-off benefits (including leaves of absence) must be scheduled, approved, and recorded in accordance with the company's time-off policies and practices.

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REVIEW, MODIFICATION AND TERMINATION OF HYBRID WORK ARRANGEMENTS:

- Hybrid work arrangements will be implemented on a trial basis for [three (3) months].
- Following the successful completion of the trial period, the arrangement may be approved for up to one year and then renewed on an annual or as needed basis to ensure that the employee's work quality, efficiency and productivity meets expectations and that the operational needs of the business continue to be met.
- Any changes to an existing hybrid work arrangement must be approved by the employee's supervisor/manager including changes to the days that an employee works remotely.
- An employee may terminate a hybrid/remote work arrangement upon reasonable written notice to their supervisor/manager.
- If [insert company name] determines that the hybrid/remote work arrangement is not in the best interests of the business for any reason, including but not limited to the employee's performance and productivity, the company may terminate the arrangement by providing [two (2) weeks] written notice.

POLICY REVIEW

[Company Name] is committed to reviewing our policies regularly. This policy will be reviewed no less than once every three years.

ACKNOWLEDGEMENT

I acknowledge that I have read and understand the Hybrid Work Policy. I agree to comply with this Policy and its guiding principles.

Name (Print):

Signature:

Date:

[Insert as policy footer]

Effective Date:

Revision Date:

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HYBRID WORK ARRANGEMENT – CHECKLISTS FOR SUCCESS

While it is important that both the employee and manager understand and follow the policy guidelines, it is just as important that thorough consideration is given by both parties as to how they can play a role in contributing to the success of the hybrid work arrangement. Use the checklists below for further support the success of a hybrid work arrangement.

EMPLOYEE: WHAT DO I NEED TO CONSIDER PRIOR TO SUBMITTING A REQUEST?

- Have I thoroughly reviewed and understand the Hybrid Work Arrangement policy?
- What personal needs and work-life balance goals am I trying to achieve through this arrangement, and will it meet those needs and goals?
- Do I have an appropriate, functional workspace for the days I would work offsite?
- Do I have reliable and stable internet and phone connectivity in my offsite location?
- How will I keep myself focused and motivated when working offsite, away from the structure of a worksite and management supervision?
- What strategies will I use to stay organized working from 2 different locations?
- Have I successfully worked with minimal supervision in the past?
- How will I feel if I am the only one offsite during a team meeting? Am I comfortable participating and contributing to meetings remotely?
- How will I ensure I stay connected with my team members and continue to develop strong work relationships?
- What else can I do to ensure I set myself up for success?

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MANAGER: WHAT ACTIONS CAN I TAKE TO ENSURE A SUCCESSFUL HYBRID WORK ARRANGEMENT FOR THE EMPLOYEE AND THE COMPANY?

- Have I reviewed the Hybrid Work Arrangement policy and thoroughly understand the eligibility criteria so I can make fair and consistent decisions to support the arrangement?
- Have I provided any additional technology, accesses or system requirements to support the employees offsite work? Do they know who to contact for IT support and maintenance issues when offsite?
- Have I clearly defined my expectations of their work objectives and outcomes and communicated via a 1-1 discussion with the employee working in a hybrid model?
- Have I scheduled team meetings at times that mutually work for employees working on and off site?
- Have I communicated any new hybrid work arrangement with my team and sought their input on how we can all ensure it is successful and address any team concerns?
- Have the employee and I agreed on the best methods of communication when they are offsite? What other changes/enhancements will I need to make to my communication practices?
- Are there ways I can build in some social time and provide opportunities for relationship building amongst the team, colleagues, customers etc.
- Have I created a situation where the employee will feel comfortable saying this arrangement is no longer working for them or openly discuss challenges they are encountering?
- Have I scheduled a weekly check in call with the employee? Have I also scheduled a 3-month review meeting to assess the success of the hybrid work arrangement trial period?
- What else can I do to ensure the employee and the company experience positive outcomes from this arrangement?

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