



Remote and Hybrid Work Recommendations

The ability to work outside of the physical and designated workspace started in earnest when collaborative technology tools became available on a widespread basis in 2010, but remote work became much more accepted after the Covid pandemic in 2020. Flex HR has put together recommendations for managing a work force that is away from the physical and designated workspace.

The following details can help your company navigate the work done away from a physical and designated workspace. When every employee works from a home office, this is generally referred to as fully remote work. When employees work from a home office on certain days and a designated physical workspace on others, this is generally referred to as a hybrid work set-up.

General Compliance

- Establish a strong payroll system and a human resources information system (HRIS) that is all online.
- Save your employee files to your HRIS so that employees and managers have access to these files.
- Post the labor law poster within the HRIS platform and any other state-required HR information on the HRIS platform.
- Ensure that each employee has their emergency contact information as part of the HRIS.
- Establish a clear and objective remote work policy that outlines the company's security requirements and also what constitutes a remote and non-remote job.
- Ensure that you have a strong remote and/or hybrid work policy in your employee handbook, such as what is included on the next page.

Technology Management

- Establish a video conference platform
- Establish a shared drive for the company
- Establish email addresses for everyone within the company
- Establish a shared HRIS platform with payroll and PTO information

Remote Work Management and Engagement

- Establish a town hall meeting with some level of frequency that occurs on video conference. Flex HR recommends a bi-weekly frequency.
- Create fun things to do over video conference or through email that can bring people together. Ideas include:
 - Desk yoga
 - Guess the at-home desk of each employee
 - Remote book club
 - Make a lightning-round email competition with trivia questions



Sample Remote Work Verbiage for the Employee Handbook

Remote Work

At our Company, currently we work remotely from home five (5) days per week. We currently ask that you come to the office for a monthly lunch or event if you are in the area of our office. We may ask that you work at the physical office one (1) day per week and work from home the other four (4) days per week. We require a lot of trust in our employees to maintain their high levels of work for our clients when doing so remotely. At any time, this schedule could change and could change for specific individuals, if the level of remote work is not to the level that is seen at the physical office. All rules that govern behavior at an on-site workplace apply to remote work. Employees working remotely must acknowledge and agree that compliance with the schedule is necessary to ensure maximum accessibility.

It is required that company equipment used at home should be used for work only. Employees are responsible for complying with information technology connection specifications. If the Company's computer network is inaccessible due to technical problems of 30 minutes or more, or slow network responses and required work cannot be performed, please promptly contact your direct supervisor.

Remote work is not a substitute for children/family care arrangements. The Company expects that such obligations will not interfere with the employee's work.

The remote work functional area is to be considered an extension of the Company's workspace. In order to be covered by the employers' compensation statutes the employee must maintain safe and appropriate work conditions in the remote setting. The Company assumes no liability for illnesses and injuries occurring in the employees' remote work area outside of the agreed-upon work hours or for non-work-related injuries or illnesses.

The same data privacy and security measures must be observed in the remote work area as would apply in a physical office environment. The remote work arrangement is completely voluntary. Please use your personal computer, high speed internet service, cell phone, monitors and printer, with the ability to manage video calls such as Zoom and Microsoft 365.