

EMPLOYER NAME

Hybrid Work Policy

EMPLOYER has established a program to examine how teleworking can contribute to organizational objectives and employee well-being. These guidelines offer direction for teleworkers, employees not teleworking, and management.

PURPOSE

Teleworking or working in a hybrid environment, is a work arrangement that EMPLOYER offers to some employees when it is advantageous to both EMPLOYER and the employee. Teleworking is a workplace strategy that helps employees balance the demands of their work and personal lives, and is not an employee right. In a hybrid work environment, the employee spends a few days at the physical work location and the remainder at home or at an agreed upon location for the remote work.

An employee's compensation, benefits, work status, and work responsibilities will not change due to participation in the telework or hybrid work program. Teleworking and hybrid work employees must comply with all organizational rules, policies, and procedures.

ELIGIBILITY

Candidates for telework and hybrid work arrangements should have a history of satisfactory or better job performance ratings. The opportunity to telework must be approved by an employee's supervisor, who is ultimately responsible for decisions to continue or discontinue teleworking by the employee.

Selection of employees to participate in the Teleworking/Hybrid Work Program shall be based on specific, written, work-related criteria including:

- Job functions
- Employee responsibilities
- Need for, and nature of, interaction with other staff and external clients
- Need for use of specialized equipment
- Availability of other qualified employees on site
- Employee job performance
- Where the employee will work

An employee that is considered for telework or hybrid work must be able to work independently, be a self-starter, and demonstrate skills managing time in a productive manner. An employee must have a satisfactory or better performance level with no record of performance or conduct issues. The resources that an employee needs to do his/her job must be easily transportable or available electronically.

The decision to allow an employee to telework will be made by the employee's supervisor in consultation with Human Resources.

Eligibility and suitability of employees to participate in telework or hybrid work will vary among departments and business units, depending on the job function and responsibilities of the employee. Each department must maintain some minimum complement of employees who work on site at the EMPLOYER office to function effectively.

Telework and hybrid work arrangements are not an alternative to child or elder care and, when applicable, the teleworker/hybrid worker must make appropriate arrangements for dependent care.

A supervisor or manager must have a "good reason" to reject an individual's ability to telework whose job is appropriate for teleworking/hybrid work. Standards to be considered include, performance, attendance, communication proficiency, and self-motivation, and engagement with teammates.

LOCATION

The teleworker/hybrid worker and supervisor will agree to, and memorialize, the primary location for all work conducted away from the employer worksite. The supervisor or human resource representative acting on behalf of EMPLOYER, will identify the applicable state and state laws for employment. The primary location agreement between the teleworker/hybrid worker and EMPLOYER will specify where the work is conducted when away from the employer worksite, and identify the state and state laws applicable to the employee's position.

Non-exempt telework/hybrid work employees may not work at an alternate location, away from the primary telework location or employer worksite without the explicit written consent of EMPLOYER.

Employees will be responsible for filing appropriate income tax reports under the state(s) where they conduct work.

SCHEDULES AND HOURS

Telework hours may be different from office work hours; however, teleworkers and their supervisors must agree on the designated and predictable work hours.

A regular hybrid work schedule, including specific days and hours, must be established by the hybrid worker, and approved by their supervisor. Generally, a hybrid worker will spend two or three days working from home with the remainder of the scheduled hours working in the office on EMPLOYER's premises.

The amount of time the hybrid worker is expected to work per day or per pay period will not change due to participation in the telework or hybrid work program.

Once established, non-exempt employees may not conduct any work (answer emails or phone calls or read work related materials, etc.) outside the designated work hours. Supervisors may not expect responses from non-exempt employees outside of the agreed upon work hours.

Non-exempt employees may not start and/or end their workday from the home on the days identified for them to be at the worksite. These employees are required to be at the worksite for the full course of their regularly scheduled in-office shift.

Overtime hours for non-exempt employees must be pre-approved in writing by the supervisor. Deviations from the agreed upon schedule must be approved in advance by the supervisor. EMPLOYER policy will be followed for all absences. Teleworkers/hybrid workers are responsible for keeping and submitting accurate records of their work hours.

Supervisors retain the right to require a teleworker/hybrid worker to return to EMPLOYER's office on a regularly scheduled teleworking day should work situations warrant such an action. If a teleworker is required to return to EMPLOYER's office during regularly scheduled teleworking days frequently, the supervisor may re-evaluate the compatibility of the teleworker's position and job responsibilities with respect to teleworking or the specific teleworking schedule.

Teleworkers are required to account for all time worked in accordance with EMPLOYER's current timekeeping policies. It is the teleworker's responsibility to submit an accurate

accounting of hours worked in a timely manner. If a teleworker is sick while working at home or uses other time off, the teleworker must report hours actually worked on his/her timesheet and use leave for the remainder of the hours. Non-exempt teleworkers/hybrid workers may perform overtime work only after receiving approval from their supervisor.

WORKSPACE

Teleworkers/hybrid workers must have an appropriate work area in their home that complies with ergonomics, equipment, adequate workspace, as well as noise and interruption mitigation strategies. The teleworker/hybrid worker's off-site or designated workspace should provide an adequate work area, proper ergonomics, desk, chair, lighting, telephone service, power, and temperature control. See *Home Office Safety & Ergonomics Guidelines*. Additional requirements may vary, depending on the nature of the work and the equipment needed to perform the work.

EMPLOYER's liability for job-related accidents will continue to exist during the approved work schedule and in the teleworker/hybrid worker's designated work location since the teleworker/hybrid worker's home work space is an extension of EMPLOYER workspace. The designated work location must meet OSHA safety rules for the workplace including smoke detector, working fire extinguisher, clear, unobstructed exits, removal of hazards that could cause falls, adequate electrical circuitry, and appropriate furniture. If an at-home injury occurs, the teleworker must notify their supervisor immediately and follow EMPLOYER policy for on-the-job injury. The teleworker must agree to follow common safety practices and provide a safe work area for the employee and others who enter it.

Homeowner's insurance and any changes in rates or coverage are the responsibility of the employee. Any increase in the teleworker's home utility costs (excluding increased telephone or internet costs) is the responsibility of the employee, unless otherwise outlined in EMPLOYER company reimbursement policy.

Federal and state statutory abstracts will be posted at the teleworker's EMPLOYER office location in lieu of posting them in the employee's home office. Teleworkers should review these notices while on EMPLOYER's premises.

Teleworkers should consult their attorney, tax advisor or accountant regarding any legal or tax implications attendant to working at their home or alternative site.

EQUIPMENT AND SUPPLIES

Teleworkers/hybrid workers may use EMPLOYER-owned equipment at their off-site workspace with the prior approval of their supervisor provided that the equipment will be used for EMPLOYER work only and its use by a teleworker at their off-site workspace will not impede the work of employees working at the EMPLOYER office. Employees may be allowed to use their own equipment.

Office supplies may be provided by EMPLOYER and should be obtained during the teleworker/hybrid worker's in-office work period. Out-of-pocket expenses for supplies normally available in the office will not be reimbursed unless their supervisor has given approval. Teleworkers are responsible for all supplies, equipment, and/or materials provided by EMPLOYER. All items remain property of EMPLOYER and may not be used for personal or other than EMPLOYER use.

EMPLOYER may reimburse teleworkers for other business-related expenses, such as long-distance phone calls, shipping costs, etc. that are reasonably incurred in accordance with job responsibilities and approved by the supervisor in accordance with EMPLOYER's regular policies. Appropriate documentation is required if such expenses are submitted for reimbursement. Human Resources will work with teleworking employees to ensure that appropriate arrangements have been made for discounted long distance telephone services.

EMPLOYER does not assume liability for loss, damage or wear of employee-owned equipment unless otherwise agreed to in writing prior to the occurrence. Maintenance, repair, and replacement of EMPLOYER-owned equipment issued to teleworkers is the responsibility of EMPLOYER. Repairs to employee-owned equipment is the responsibility of the teleworker. In either situation, the teleworker may be asked to report to the office until the equipment is usable.

Teleworkers must take appropriate action to protect company-provided equipment from damage or theft. EMPLOYER equipment must be returned to EMPLOYER when an employee terminates or discontinues the teleworking/hybrid work arrangement.

Teleworkers may use their own equipment (e.g., printer, photocopier) provided that no cost is incurred by EMPLOYER. Repair and maintenance of employee-owned equipment is the responsibility of the teleworker.

EMPLOYEE ACCESS AND AVAILABILITY

Teleworkers must be available by all communication platforms, including telephone, text and email, during scheduled hours, with the exception of their scheduled lunch period or meeting time as indicated on their calendar.

Supervisors may establish that employees are required to check for messages on these platforms within a certain period (e.g., at least once every two hours).

Teleworkers/hybrid workers must keep their supervisor notified of any changes to their home address and contact information.

SECURITY

It is the responsibility of the teleworker/hybrid worker to take all precautions necessary to secure proprietary information and to prevent unauthorized access. The teleworker/hybrid worker is required to observe all office security practices when working outside EMPLOYER's office to ensure the integrity and confidentiality of proprietary information. Steps to ensure the protection of proprietary information include, but are not limited to, use of locked file cabinets, regular password maintenance, and any other steps appropriate for the job and the environment. If the EMPLOYER requires locked file cabinets, it is the responsibility of the employer to provide or purchase them.

Teleworkers agree to allow an authorized EMPLOYER representative access to the home work area during prearranged times for business purposes as deemed necessary by the supervisor, including safety inspections, equipment installations and repairs, security assurance, retrieval of EMPLOYER property, etc. All software used for teleworking must be virus protected and each PC must have virus protection software installed. EMPLOYER owned software may not be duplicated unless authorized through the license agreement. Restricted access materials shall not be taken out of the office or accessed through the computer unless approved in advance by the supervisor.

LIABILITY

It is the responsibility of the teleworker to maintain a safe, professional work site at home that is free from potential safety problems. In the case of an injury while working at home, teleworkers/hybrid workers must immediately (or as soon as circumstances permit) report the injury to their supervisor or the Human Resources Department and request instructions for obtaining medical treatment.

APPLICATION PROCESS (OPTIONAL)

Employees wishing to telework or work a hybrid schedule are required to submit a written request to their supervisor. The employee will complete a Teleworker Selection Survey and provide information concerning job responsibilities, proposed telework/hybrid work schedule, types of work tasks and activities to be performed at the off-site workspace, and description of the off-site workspace and the equipment required.

Teleworkers/hybrid workers will be required to sign a *Hybrid Workplace Agreement* and complete the Home Office Ergonomics Checklist. Photographs to supplement the Home Office Ergonomics Checklist requirements may be required.

Teleworking/hybrid working arrangements can be on a trial basis. A telework/hybrid work request made by either the teleworker/hybrid worker or EMPLOYER can be discontinued at any time. If a telework/hybrid work arrangement is discontinued by EMPLOYER, every effort will be made to provide notice to the employee. However, there may be instances where no notice is possible. Likewise, if an employee elects to discontinue a telework/hybrid work arrangement, the employee should provide notice to their supervisor.

INCOME TAX

It will be the teleworker's responsibility to determine any income tax implications of maintaining a home office area. The company will not provide tax guidance, nor will the company assume any additional tax liabilities. Employees are encouraged to consult with a qualified tax professional to discuss income tax implications.

EVALUATION

Teleworkers/hybrid workers will be required to participate in all studies, surveys, training, inquiries, reports, and analyses relating to this program.