Remote and hybrid work policy (handbook section)

How to use this template: replace every [bracketed] item, delete policies that do not apply, and add the policies your state and city require. This is sample wording, not legal advice. Have an employment attorney or HR professional in your state review the final handbook before you give it to employees.

Who may work remotely

Remote or hybrid work is available for [roles] with manager approval. Arrangements are reviewed [every six months] and may change based on business needs.

Schedule and availability

Core hours are [time] to [time] [time zone]. Be reachable by [chat / phone] during core hours and respond within [time]. Hybrid employees work on site on [days].

Timekeeping for non-exempt employees

Record all time worked, including time spent on email or calls outside your schedule. Do not work off the clock. Overtime must be approved in advance, but all overtime worked is paid.

Equipment and expenses

[Company name] provides [laptop, monitor, headset]. We reimburse approved business expenses, including [internet / phone stipend of $amount], as required by state law. Return all equipment within [number] days of leaving.

Work location and taxes

Tell [HR] at least [30 days] before you change where you work, including moving to another state. Your work location affects payroll taxes and which state's employment laws apply.

Security and safety

- Use a secure, password-protected network; no public Wi-Fi without the VPN.
- Lock your screen when you step away and keep customer data off personal devices.
- Keep your workspace safe and report any work-related injury the same day.

Employee signature _____ Date _____

Manager approval _____ Date _____

Free template from workzenly.com