



HYBRID-WORK GUIDELINES

Based on employee surveys, national polling, and response to a post-COVID-19 pandemic world, _____ (employer) is pleased to offer eligible employees an opportunity to participate in a new program in coordination with Denver South called WRK. These guidelines offer direction for hybrid-workers, employees not hybrid-working, and management.

PURPOSE

Teleworking, the practice of working at home or remotely for a limited number of days, is a Transportation Demand Management (TDM) strategy to improve air quality and reduce traffic congestion. Teleworking also allows employees to balance the demands of their work and personal lives.

This will not be a 100% remote or telework program, but a hybrid. The employer wishes to balance the proven effectiveness of telework with the need for in-person communication and collaboration.

An employee's compensation, benefits, work status, and work responsibilities will not change due to participation in the WRK program. Hybrid-working employees must comply with all organizational rules, policies, and procedures.

Participation in WRK is a privilege, not a right. Any employee can be removed from the program, without notice at the discretion of the employer.

ELIGIBILITY

Candidates for WRK must be a full-time _____ employee with a history of satisfactory or above-average job performance ratings. The opportunity to hybrid-work must be approved by the employee's supervisor, who is ultimately responsible for decisions to continue or discontinue hybrid-working by the employee, following appropriate notification to the hybrid-worker.

Selection of employees to participate in WRK shall be based on specific, written, work-related criteria including:

- 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

An employee considered for WRK must be able to work independently, be a self-starter, and demonstrate managing time in a productive manner. The resources an employee needs to do their job must be easily transportable or available electronically.

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

Eligibility and suitability of employees to participate in WRK will vary among departments and business units, depending on the function and responsibilities of the employee. Each department must maintain some minimum complement of employees who work on site at the employer's office to function effectively.

WRK is not an alternative to child or elder care and, when applicable, the hybrid-worker must make appropriate arrangements for dependent care.

SCHEDULES AND HOURS

WRK hours may be different from office work hours; however, hybrid-workers and their supervisors must agree on the designated work hours. Generally, a hybrid-worker will spend one to two days working from home with the remainder of the scheduled hours working in their office on the 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 WRK program.

If employee compensation is based on an hourly rate, any overtime hours must be pre-approved in writing by the supervisor. Deviations from the agreed upon schedule must be approved in advance by the supervisor. The employer's policy will be followed for all absences. Hybrid-workers are responsible for keeping and submitting accurate records of their work hours.

Supervisors retain the right to require a hybrid-worker to return to the employer's office on a regularly scheduled hybrid-working day should work situations warrant. This situation is expected to be only an occasional occurrence. If a hybrid-worker is required to return to the employer's office during regularly scheduled hybrid-working days frequently, the supervisor may re-evaluate the compatibility of the hybrid-worker's position and job responsibilities.

Hybrid-workers are required to account for all time worked in accordance with the employer's current timekeeping policies. If a hybrid-worker is sick while working at home or uses other time off, the hybrid-worker must report hours worked on their timesheet and use composite leave for the remainder of the hours.

WORKSPACE

Hybrid-workers must have an appropriate work area in their home with proper ergonomics, equipment, adequate workspace, giving consideration to noise and interruption factors. Additional requirements may vary, depending on the nature of the work and the equipment needed to perform the work.

The employer's liability for job-related accidents will continue to exist during the approved work schedule and in the employer's 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; appropriate furniture. If an at-home injury occurs, the hybrid-worker must notify their supervisor immediately and follow the employer's policy for on-the-job injury.

EMPLOYER CONSIDERATIONS – WORKER'S COMPENSATION & LIABILITY

It is the responsibility of the hybrid-worker to maintain a safe, professional work site at home that is free from potential safety hazards. In the case of an injury while working at home, 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.

INSURANCE & ADDITIONAL EXPENSES

Homeowner/Renter's insurance and any changes in rates or coverage are the responsibility of the employee. Any increase in the hybrid-worker's home utility costs (excluding increased telephone costs) is the responsibility of the employee.

EMPLOYEE NOTIFICATIONS

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

TAX IMPLICATIONS

It will be the hybrid-worker'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 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

In most cases hybrid-workers will provide their own equipment; however, hybrid-workers may use employer-owned equipment at their off-site workspace with the prior supervisor approval. Any employer-owned equipment will be used for the employer's work only and must not impede on daily tasks.

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

Business-related expenses reasonably incurred in accordance with job responsibilities, such as long-distance phone calls, shipping costs, etc. will be reimbursed by the employer if approved by the supervisor in accordance with the employer's regular policies. Appropriate documentation is required if such expenses are submitted for reimbursement.

The 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 hybrid-workers is the responsibility of the employer. In the event of equipment damage or malfunction, the hybrid-worker must notify their supervisor immediately. Repairs to employee-owned equipment is the responsibility of the hybrid-worker. In either situation, the hybrid-worker may be asked to report to the office until the equipment is usable.

Hybrid-workers must take appropriate action to protect company-provided equipment from damage or theft. The employer's equipment must be returned to the employer when an employee terminates or discontinues the WRK arrangement.

Repair and maintenance of employee-owned equipment is the responsibility of the hybrid-worker.

EMPLOYEE ACCESS AND AVAILABILITY

Hybrid-workers must be available by telephone or email during scheduled hours, apart from scheduled lunch periods. Hybrid-workers are required to have a telephone answering machine or service to ensure availability.

Hybrid-workers are required to modify their employer voicemail announcement to indicate they may be reached at an alternate number. Supervisors may establish policies to require employees check for messages within a certain period (e.g. at least once every two hours).

Hybrid-workers must keep their supervisor notified of any changes to home contact information.

SECURITY

It is the responsibility of the hybrid-worker to take all precautions necessary to secure proprietary information and prevent unauthorized access. The hybrid-worker is required to observe all office security practices when working outside the employer's office to ensure integrity and confidentiality of proprietary information. These steps may include, but are not limited to, use of locked file cabinets and desks; regular password maintenance; and any other steps appropriate for the job and the environment.

Hybrid-worker agrees to install all employer provided virus protection software prior to participation in WRK program if applicable. 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.

INCLUSION PROCESS

Employees wishing to participate in the program must complete a signed WRK agreement to their supervisor. In addition to the agreement the WRK Employee applicant will submit a one (1)-page document with the following information:

- Proposed hybrid-working schedule
- Brief description of the types of work tasks and activities to be performed at the off-site workspace
- Description of the off-site workspace and equipment necessary to perform said job activities

Upon review, the Supervisor has the ultimate decision to allow an employee to participate in the WRK program.

WRK arrangements will be on a trial basis for the first three months and may be discontinued at any time, at the request of either the hybrid-worker or the employer. If a hybrid-working arrangement is discontinued by the 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 hybrid-working arrangement, the employee should provide notice to their supervisor.

Employees who are hybrid-working at the time this policy is adopted will be permitted to continue hybrid-working based on previous arrangements; however, existing hybrid-working employees will be required to sign the WRK Employee Agreement and complete the associated documentation required of all hybrid-workers.

EVALUATION

Hybrid-workers will be required to participate in all studies, surveys, training, inquiries, reports, and analyses relating to WRK by employer and the WRK Denver South staff support upon request but at a minimum quarterly.