



The Changing Office

Hybrid Office and Remote Working Strategies



Why Remote or Hybrid Work?

- Today's workplace is complex and evolving.
- Companies need to adapt and be agile to stay relevant.



- Technology is giving us new options for remote and hybrid work.
- Younger generations entering the workforce are looking for flexibility.
- Employees need to learn new skills to adapt to new ways of communication, time management crunches, and changing technology demands.

What Does an Employee Need To Do?

- Meet with leaders in the organization to discuss how remote or hybrid work should look for the company.
- Be mindful of new laws and guidelines and how that will affect remote workers.
- Create a remote work policy with company and employee responsibilities explicitly stated to avoid confusion.



- Consider stating a date when the remote status will be reevaluated for effectiveness and efficiency.
- Ensure the employee and supervisor sign the policy or acknowledgment with the stated terms.
- Consider creating an application for employees to telecommute and ask them to list reasons why the job is suited for remote work.



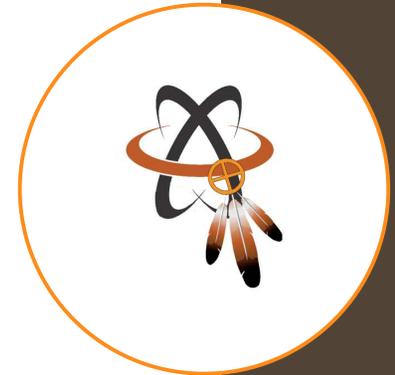
Who Should be Considered

- Employees in good standing with the company – not those with recent disciplinary action.
- Employees that regularly meet or exceed stated goals.



How Do We Get Started?

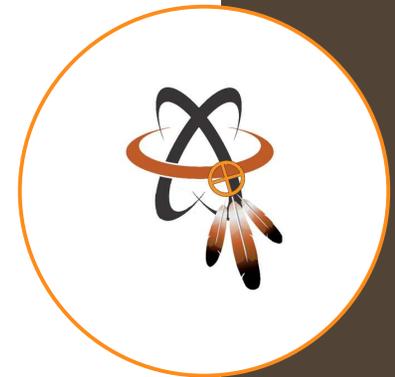
- Set expectations and measurable goals around quality and quantity of work.
- Make sure employees have the resources needed to perform their jobs-phones, computers, extra monitors, video conferencing software, and communication apps.
- Have regular check-ins with employees and engage as often as possible.



Why Remote or Hybrid Work?

- Be honest in communicating and encourage them to reach out to discuss any difficulties or challenges.
- Be sure all meetings have a virtual option, so remote employees feel included. Everyone needs to feel equally able to participate.
- Promote a good work-life balance.

When in doubt, contact your employment law attorney.



Questions?

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