

Remote & Hybrid Work Policy

Policy · US · Updated 2026-07-23 · Square brackets are placeholders to replace with your own details.

A remote and hybrid work policy sets out how your organization decides who can work away from the workplace, on what pattern, and to what standard — covering availability, communication, timekeeping, home workspace setup, data security, and equipment. It turns working from home from an accumulation of individual deals into one arrangement everyone understands.

The operational risk with hybrid work is rarely idleness; it is drift. Undefined expectations about availability, attendance, and where data lives create friction between colleagues on different patterns — and managers improvising different rules for different people is how discrimination complaints start.

This template covers definitions, eligibility and approval, working expectations, timekeeping for over-time-eligible staff, home workspace and security, the multi-state questions a remote move can trigger, and equipment and expenses.

Purpose and scope

This policy sets out how remote and hybrid work operates at [Your company]: who is eligible, how arrangements are agreed, and the standards that apply wherever the work is done. It applies to [all staff / listed roles].

Remote and hybrid arrangements are working practices, not contractual terms: this policy is not a contract of employment, arrangements can be adjusted or ended with [notice period] notice where business needs change, and nothing in it alters the at-will nature of employment at [Your company].

Policy statement

[Your company] supports remote and hybrid work where the role allows it and the standards in this policy are met. Arrangements are agreed, not assumed; the same performance expectations apply wherever you work; and requests are decided on consistent criteria — the role, team coverage, and the person's setup — never on assumptions about who "seems" suited to working from home.

Definitions

- Hybrid work: a regular split between the workplace and home, such as [pattern, e.g. three workplace days including the team anchor day].
- Fully remote: a role performed from home, with attendance only for [listed occasions, e.g. quarterly team days].
- Ad hoc remote days: occasional days agreed with your manager, for example for focused work or a delivery.
- Approved work location: the address agreed for your remote work. Working from anywhere else — another state especially — needs prior approval from [senior role].

Eligibility and approval

Roles are eligible where the work can be done to standard away from site — [list ineligible roles or point to role profiles]. To request an arrangement, ask [your manager / via system]; the manager considers the role, team coverage, and your home setup, and confirms the pattern in writing within [number] days. New arrangements start with a trial period of [length].

We apply the same criteria to everyone, and a declined request gets a written business reason. A request connected to a disability or a religious practice is handled under our accommodation process, not just this policy.

Working expectations and timekeeping

- Be reachable on [channels] during [core hours / your agreed hours], and keep your calendar and status current.
- Attend the workplace on your agreed days and, with reasonable notice, for [occasions that need presence — e.g. training, team days, formal meetings].
- If you are nonexempt (overtime-eligible): record all hours worked in [timekeeping system], take your required breaks, do not work off the clock, and get approval before overtime — federal wage law requires all work time to be paid, so unlogged evening catch-up is a problem for everyone.
- Report an absence through the normal procedure, whichever location you were due to work from.
- Caring responsibilities need their own arrangements — remote work sits alongside childcare, it does not replace it.

Home workspace, safety and data security

- Set up a workspace you can use comfortably and safely: a stable chair and surface, screen at eye height, cables and heat sources managed. Complete the [self-assessment checklist] before starting a regular arrangement and tell [name/role] about problems — we will help fix them.
- Report work-related injuries at home exactly as you would on site, immediately — workers' compensation generally follows the work, and late reports are the hard ones.
- Work only through [approved systems/VPN]; the acceptable use and BYOD policies apply in full at home.
- Lock your screen when you step away, position it so household members and visitors cannot read customer or employee data, and take confidential calls where you cannot be overheard.
- Keep printed material containing personal data in [secure arrangement], and shred or return it — never household trash.
- If working alone at home affects your wellbeing, raise it early — [describe support, e.g. weekly one-to-ones, employee assistance program].

Work location and moving states

Your approved work location matters beyond logistics: where you work determines which state's payroll, tax, unemployment insurance, workers' compensation, and employment laws apply to your employment.

Working from a state other than your approved location — temporarily beyond [number] days, or permanently — requires written approval from [senior role] before it starts, not after.

Before approving a new state, [name/role] confirms with our accountant and employment counsel what registrations, withholding, insurance, and policy adjustments it triggers. We may decline a location where the cost or complexity cannot be justified for the role — consistently, and with the reason in writing. Working from outside the United States raises separate tax and immigration issues and needs [senior role] approval in every case.

Equipment, expenses, records and review

[Your company] provides [list — e.g. laptop, headset] to regular remote workers; it remains company property and is returned on request or on leaving. [State your position on other costs: a one-off [amount] workspace contribution / internet or phone contribution of [amount] / specific items by agreement.] Some states require reimbursement of necessary business expenses for remote workers — check your state before settling this section. Other costs follow the expense reimbursement policy.

Agreed patterns, self-assessments, location approvals, and equipment records are kept in [system/location]. This policy is reviewed [frequency] and when team structures, premises, or state footprints change. Owner: [name/role]. Next review: [date].

How to use this template

1. Decide which roles genuinely cannot work remotely and say so by role, not by person — that list is the fairness backbone of the policy.
2. Set the timekeeping rules for nonexempt staff with whoever runs payroll, and make the "record everything, no off-the-clock work" message explicit in onboarding.
3. Talk to your accountant before launch about which states you are prepared to support, so location requests get consistent answers instead of improvised ones.
4. Check your state's expense reimbursement rules before finalizing the equipment section.
5. Pick anchor-day or pattern rules that solve a real coordination problem, not ones that just signal presence.
6. Confirm every existing informal arrangement in writing when you launch, so the policy starts from a clean record.

Official guidance

- › [DOL — Fair Labor Standards Act](#)
- › [EEOC — Americans with Disabilities Act](#)
- › [OSHA — Workers' rights](#)

This template is provided in good faith and for general information — it is not legal advice. Adapt it to your organisation and, where your sector carries specific legal requirements, have the finished document reviewed by a qualified adviser. The live version at <https://trainedteam.com/templates/remote-hybrid-work-policy-us> is kept current; this file is a snapshot.