

# Oregon Family Support Network Policy

Policy Area:	Subject: Policy Manual
Title of Policy: Hybrid Work Policy	Contract Area:
Effective Date: 02/26/2025	Number:
Approved Date: 03/16/2026	See Also:
Revision Date: 03.02.2026	
Approved By: Strategic Leadership	

## Purpose

This Hybrid Work Policy outlines guidelines for employees who work in a hybrid arrangement, splitting time between remote work and in-office presence. The goal is to support flexibility, productivity, and work-life balance while maintaining operational efficiency and collaboration.

## Eligibility

Hybrid work arrangements are available to employees whose job responsibilities allow for remote work. Eligibility will be determined based on job function, organizational needs, and managerial discretion.

1. Remote work arrangements will be determined based on the essential functions identified and defined within the employee's official job description, and in alignment with organizational needs.
2. The hybrid structure outlined in the job description serves as the standard expectation for the role. Individual adjustments may be approved in writing by the supervisor based on operational needs, performance, and organizational priorities.
3. Employees working virtually from home are expected to maintain the same level of productivity and responsiveness while working remotely.
4. Attendance at an in-person meeting on a regularly scheduled work-from-home day does not automatically create an alternate work-from-home day within the same week or in a future week, unless specifically approved in advance by the employee's supervisor.
5. Performance and Communication
  - a. Regular check-ins with managers and team members are required to ensure alignment and productivity.
  - b. Employees must be responsive to emails, messages, and virtual meetings during work hours.
6. Virtual Home Office & Equipment
  - a. OFSN may provide necessary equipment for remote work, such as laptops and monitors. Employees are responsible for maintaining their equipment
  - b. All OFSN-issued home office equipment must be returned upon separation from the organization or upon request by management.
  - c. Employees who are approved to work remotely will not automatically be issued additional home office equipment beyond standard technology necessary to perform their role, unless otherwise approved by leadership.

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- d. Any additional expenses incurred while working remotely must be pre-approved by management.
  - e. Employees must ensure a secure virtual work environment, including reliable internet access, confidentiality and all other requirements articulated in associated policies.
  - f. Employees must use company-approved devices and software when accessing work-related materials remotely.
  - g. Confidential and sensitive company information must be protected, and employees must follow cybersecurity protocols
7. Policy Compliance
- a. Hybrid work arrangements are subject to periodic review and may be adjusted based on organizational needs.
  - b. Failure to adhere to hybrid work expectations may result in modifications to work arrangements or disciplinary action, up to and including separation of employment