



# Hybrid Workplace Agreement



## hybrid workplace agreement

---

The sample agreement sets the parameters on teleworking between the employee and manager.

---

## employees

**+** agreement responsibilities

---

## managers

**+** parameters expectations



## Hybrid Workplace Agreement

Name of TELEWORKER: \_\_\_\_\_

Name of SUPERVISOR: \_\_\_\_\_

Conditions for teleworking agreed upon by TELEWORKER and their supervisor:

- The TELEWORKER agrees to telework at the following location: \_\_\_\_\_
- The TELEWORKER will telework \_\_\_\_ day(s) if identified ahead of time [M, T, W, Th, F]
- The TELEWORKER will be on-site \_\_\_\_ days [M, T, W, Th, F]
- The TELEWORKER's hours will be from \_\_\_\_\_ AM to \_\_\_\_\_ PM
- The following are the types of assignments to be worked on by the TELEWORKER at the remote location:

\_\_\_\_\_  
\_\_\_\_\_

- The following equipment will be used by the TELEWORKER at the remote location:
- The TELEWORKER agrees to check communication platforms (including chat, text, email, etc.) \_\_\_\_\_ times per day
- Additional conditions agreed upon by the supervisor and TELEWORKER are as follows:

\_\_\_\_\_  
\_\_\_\_\_

### Signatures

We have read and understand this agreement and accept its conditions. We have reviewed the Hybrid Workplace Agreement prior to the employee's participation in the EMPLOYER's teleworking program.

_____ Supervisor Name	_____ Signature	_____ Date
_____ Employee Name (TELEWORKER)	_____ Signature	_____ Date