

Hybrid Workplace

Points to Ponder

Jill Smith, President

CORNERSTONE HR
& MANAGEMENT CONSULTING
STRATEGIES FOR ORGANIZATIONAL SUCCESS



Determine if hybrid is right for your organization.



Tips for how to effectively manage employees who work a hybrid schedule to ensure they remain engaged and productive.

Today's Discussion

A work arrangement that allows employees the flexibility to work from home on some days and from the office on other days.

Not necessarily flex work hours

Hybrid Work
Arrangement

What's the
Trend?

The future is
flexible

Then - 2019

- 60% worked fully on-site
- 8% fully remote

Now - 2023

- 20% work fully on-site
- 29% fully remote

Approximately 40% of remote-capable employees have shifted from working entirely on-site to either a hybrid or exclusively remote work arrangement.(Gallup)

Factors for Returning to In- Office Work

According to HR professionals surveyed, these are the top five motivating factors for bringing employees back to the office:

- 75% said there was a **need for in-person collaboration**.
- 69% noted **workplace culture and employee engagement** considerations.
- 65% cited **leadership preferences**.
- 54% mentioned the desire **to restore a sense of normalcy** and routine.
- 41% cited employee **productivity concerns**.

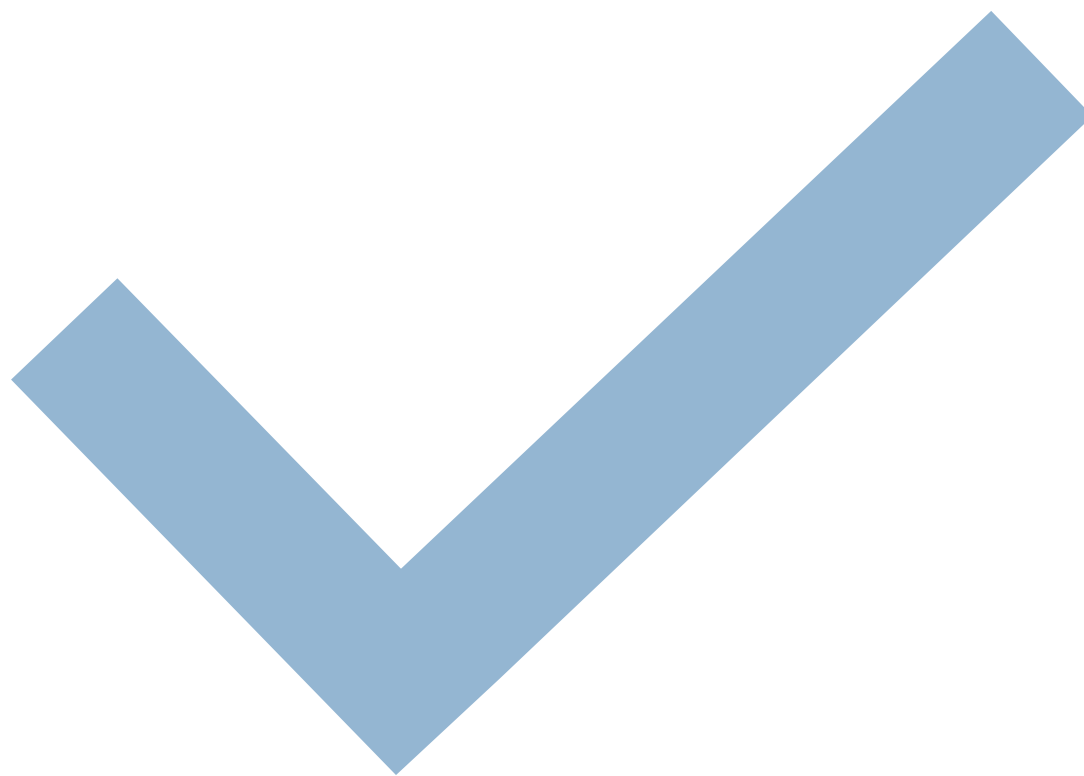
Source: The Society for Human Resources Management

The Question Leaders are Considering ... Should We Be Hybrid?

Leverage your guiding principles to determine the right work arrangements for your organization.

- Core Values, Mission, Vision
- Business Goals
- Board Direction

Implementing a Hybrid Arrangement



Develop a Hybrid Policy

- Policy should include:
 - What days, what is required and what is optional?
 - Define clear expectations for remote and in-office work, including availability, response times, and preferred communication methods.
 - Impact on working hours
 - Travel pay and mileage reimbursement – is commute time included?
 - Dress code – virtual and in-person meetings
 - Workplace policies that extend to home office
 - Safety
 - Workers Comp Reporting
 - Drug & Alcohol
 - Not a replacement for child or pet care

Office Building Considerations

Assigned desks or scheduled for use

Equipment needed for open spaces

Equipment for home and office – what travels
back and forth

Stock the office kitchen with drinks,
condiments, snacks

Provide food!

Provide Wage & Hour Training

- For non-exempt (hourly) positions
- What do federal and state laws require of employees?
- Travel pay (commute)
- Clocking in & out



Assess effectiveness




Seek feedback from employees about their experiences in the hybrid work model.



Use this feedback to identify areas for improvement and implement necessary changes.

Trial Period



Managing a Hybrid Team

Key Considerations



Clear Communications

- Use a combination of tools such as video conferencing, messaging apps, and project management software to ensure everyone stays connected and informed.

Recognition

- Acknowledge and reward employees' efforts and accomplishments, whether they are working remotely or in the office.
- Recognize achievements publicly to foster a positive work environment.



Ensure that remote employees are not disadvantaged in terms of opportunities, promotions, or access to information.



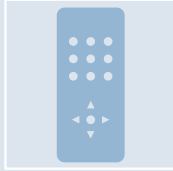
Make an effort to include remote employees in important meetings and decisions.



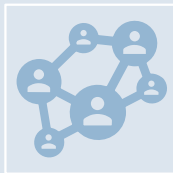
Use video conferencing even for in-office participants to create a level playing field.

Equitable Treatment

Hold Regular Check-Ins



Schedule regular one-on-one check-ins with both remote and in-office employees to discuss their progress, challenges, and any support they might need.



This helps maintain a sense of connection and provides an opportunity to address concerns.



Implement Stay Interviews

Promote Collaboration

Facilitate virtual interactions to include team-building activities, brainstorming sessions, and project-specific discussions.

Tie to Core Values

All staff meetings – include engagement activities

Hold dept meetings that are in-person at least monthly

Employee Well-being

- Pay attention to the well-being of remote employees, as they might face challenges related to isolation and work-life balance.
- Offer resources and support to help them maintain their mental and physical health.



One Size Does Not Fit All

- Be true to your culture
- Be adaptable and pivot if needed
- Establish open, honest communications
- Critically evaluate business needs and employee needs



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Questions?

Thank you!