



Board of County Commissioners

Lisa A. Sobecki, *President*

Pete Gerken

Anita Lopez

Department of Human Resources

Trent Burner, *Director*

Additional Information Regarding Hybrid Work

- Inform:
 - Hybrid work is a privilege, not a right.
 - Hybrid work is not flex work. Hybrid work may only be used in full-one day increments, not partial days or by the hour.
 - Hybrid workers may be recalled to the office during the workday for any reason at any time and must be available at a moment's notice. If an employee is recalled during the workday they are required to be in the office within an hour of notification. These recalls should only be used in an emergency.
 - Hybrid work schedules may be terminated or modified by the supervisor or County Administrator or designee at any time and without notice.
- Process:
 - Requests to work a hybrid schedule require completing all the appropriate forms for approval by a direct supervisor prior to any hybrid work. No exceptions.
 - Requests to modify a hybrid work schedule must be submitted 2 weeks prior to the start of the quarter in which the new schedule will start.
 - All changes to an approved hybrid schedule, including additional hybrid workdays, must be approved by a supervisor or Director at least 24-48 hours in advance.
 - No employee is permitted to work remotely without the prior approval of a direct supervisor or Director.
 - Approval of a direct supervisor or Director must be given via TimeOff.net system or in writing via email.
 - Teams with 2 or more employees should coordinate their hybrid schedule to ensure the department has coverage Monday through Friday 8:30-4:30. Any exceptions must be approved by the County Administrator or their designee.
- Documentation:
 - Following approval of the requested hybrid work schedule, remote days must be entered into the TimeOff.net system using **Reason: Working Remote**.
 - Failure to enter time appropriately will be considered failure to follow county procedures per ORC 124.34 and may lead to discipline.
- Communication:
 - When working at a remote location, staff must post their hybrid work schedule and contact information on or near the entrance to their office or cubicle.
 - Desk phones must be forwarded to the employee's mobile phone or home phone.

Days in request: 1	Total Hours: 8.00
Reason:	Working Remote ▼



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- Hybrid workers must be able to respond to text messages or telephone calls within 15 minutes of them being received unless you are in a meeting. All meetings should be scheduled in the Outlook Calendar and proper access must be granted so your calendar may be viewed.
 - Hybrid work should not be labeled as out of office or busy on your Outlook Calendar. All employees need to give access to their Outlook Calendar to their supervisor or designee so they can determine when you are available on remote days for ad hoc meetings, etc.
- Any violations of the terms and conditions of these rules and the Hybrid Work Policy may result in discipline.

- **Expectations & Etiquette for Remote work**
 - Cameras must be on when attending virtual meetings/ Appropriate attire
 - Attire must be professional. Ensure you are dressed like you would for work.
 - Interactions with individuals in the remote workspace are prohibited during virtual meetings.
 - The workspace must be confidential.
 - The environment must be professional and free from distractions.
 - No meeting should be declined due to remote work. Any meeting scheduled that does not include a Zoom/MS Teams/call in number must be attended in person.

Hybrid Work Policy #60: <https://co.lucas.oh.us/DocumentCenter/View/86855>

Hybrid Work Forms: <https://co.lucas.oh.us/2974/Forms>